

# ORDER FORM PERSONAL ART CARD

## BEFORE PLACING YOUR ORDER, REVIEW THE FOLLOWING: ART + TEMPLATE GUIDELINES, PROCESSING + TURNAROUND, TERMS & CONDITIONS

1. This order form must be opened and filled in Acrobat Reader; use one section per card design. For more than 4 designs, please contact us for instructions.
2. SAVE the completed copy, return it as an attachment in the same Acrobat Reader format (not a scan or photo) to [admin@creationartcards](mailto:admin@creationartcards)  
All your digital files (art file + photo file + logo file) must be sent **together** with your order form, in same email.  
When sending digital files, ensure to set the 'Image Size' on your device to **ACTUAL** or **ORIGINAL**, not Small or Medium

**WE WILL SEND YOU AN INVOICE WITHIN 48 HRS, YOU CAN PAY BY BAC OR PAYPAL. IF YOU DON'T HEAR FROM US, PLEASE CONTACT US TO INVESTIGATE.**

**IMPORTANT** We strive to offer you a personal service and make your art shine, please observe our Art Guidelines for the best reproduction. Our Art Guidelines are on the website, and guidelines for sending in materials are summarised below and also on our website.

Our standard digital enhancement has limitations, it does **NOT** cover the more time consuming digital work related to defects from 5mm Rule, art not made onto our specified template, or the digital file of your art / photo / logo not meeting our guidelines. **The extra digital work is £3-£5 per job** if this can be done.

- NAMING ART & DIGITAL FILES** > On the art template, record as 'Design 1', 'Design 2', etc. If sending art digitally, name Digital Art File as 'Design 1', 'Design 2', etc
- Instructions for order with more than 1 design** > Name Digital Photo File as 'Photo 1' for Design 1, 'Photo 2' for Design 2, etc  
> Name Digital Logo File as 'Logo 1' for Design 1, 'Logo 2' for Design 2, etc

<b>Contact details</b>	
1ST NAME _____	LAST NAME _____
CONTACT TEL _____	CORRESPONDING EMAIL _____
<b>Delivery details</b>	
ADDRESS _____	POSTAL CODE _____

**P & P** 1-4 PACKS £5.50 | 5-8 PACKS £6.50 | 9-36 PACKS £10 | 37-85 PACKS £15 | 86 PACKS OR MORE FREE | **FREE PACK IS COUNTED AS 1 PACK**

**CHECK BOX ONLY IF YOU REQUIRE DELIVERY TO BE UP-GRADED TO A SPEEDIER METHOD £2.50 WILL BE ADDED TO ABOVE STANDARD RATE; IF PURCHASED LATER IS £3.50**  
**UPGRADED DELIVERY:** ROYAL MAIL 2ND CLASS TO 1ST CLASS OR 2-4 DAYS ECONOMY COURIER TO NON GUARANTEED NEXT WORKING DAY

## Guidelines for sending in your materials, please follow them to avoid delay or added cost.

We only charge a minimal amount for all our **Optional Digital Service** (photo, logo, inside text, etc), therefore, you need to purchase them together under a single payment with your card order. If any digital service is added after your initial payment, we will add £2 surcharge to cover bank fees & admin on any subsequent payment.

### ART - 2 Ways to send

The art must be made onto our specified A4 template, otherwise, we charge minimum £3 if we can work from your substandard material.

**1. Digital Art** Send with order form  
Your original hard copy A4 art template **must be scanned on a flatbed scanner @300dpi, best quality**. This scanned file can be j-peg or pdf.

Files that do **NOT** meet our guidelines ie. photo of art, any unmentioned format, etc, we **charge £3 for extra digital work** if we can work on it, and the reproduction quality may be compromised.

**2. Hard Copy Art** Send after payment notice  
We can scan and return your A4 art with your order. Send it in a stiff envelope, write your return address and **DO NOT BEND** on both sides.

**Post A4 flat art to >>> Creation Art Cards**  
ENSURE TO PAY THE CORRECT POSTAGE TO AVOID A HEFTY INSUFFICIENT POSTAGE FUNDS  
**58 Admaston Rd**  
**London, SE18 2TX**

### PHOTO FILE

Send with order form  
**Photo Guidelines** Photo should be at least 4 x 6 cm, about passport size of a close-up head & shoulders, good quality, clear and not too dark.  
**Photo Digital File Guidelines** 300 dpi, best quality, j-peg or pdf.

### LOGO FILE

Send with order form  
**Logo File Guidelines** **Wholly print-ready**, in **vector format**, which can be any of the following:

- AI (Adobe Illustrator Artwork)
- EPS (Encapsulated PostScript)
- PDF (Portable Document Format)
- SVG (Scalable Vector Graphics)

When Vector is not available, your file should be at least 300dpi.

Files that do **NOT** meet our guidelines We will **charge £5 for extra digital work** if we can make the logo passable for printing; however, this type of work has limitations and won't reproduce sharply like a vector file.

We will keep this 'fixed' logo on file for up to 12 months. If you wish to use it again, you only need to pay the standard £3 charge.

If you have more than 4 designs, please contact us for instructions. Do **not** just use another form.  
When sending digital files, set the 'image Size' on your device to **ACTUAL** or **ORIGINAL**, not medium or small

#### DESIGN 1 1 RED BOX + 1 GREEN BOX **MUST BE CHECKED**

**Send art in a single digital file, as a scan only**  
SEND **NOW** WITH ORDER FORM FOLLOWING GUIDELINES

**Post art to us**  
DISPATCH **AFTER** RECEIVING PAYMENT ACKNOWLEDGMENT

1 pack = £10

2 packs + 1 pack FREE = £20

Each additional pack thereafter  
£ 8.50 **now with 5% off = £8.08**  
ENTER PACK QUANTITY

**TOTAL PACKS FOR THIS DESIGN**  
THIS INCLUDES ANY FREE PACK

**B/W inside greeting** +20% of standard cards, £4 minimum  
TYPE TEXT IN BOX BELOW

**Photo / logo / digital file** £3 EACH, HOW MANY?  
SEND **NOW** WITH ORDER FORM  
**FOLLOW GUIDELINES TO AVOID ADDED COST OR DELAY**

**Wrapping paper with front art printed**  
5 HIGH QUALITY SHEETS PER SET, ROLLED; 297x420MM  
£6 HOW MANY SETS ?  
£8 IF PURCHASED LATER, BEFORE CARD ORDER DISPATCH

#### DESIGN 2 1 RED BOX + 1 GREEN BOX **MUST BE CHECKED**

**Send art in a single digital file, as a scan only**  
SEND **NOW** WITH ORDER FORM FOLLOWING GUIDELINES

**Post art to us**  
DISPATCH **AFTER** RECEIVING PAYMENT ACKNOWLEDGMENT

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#### DESIGN 4 1 RED BOX + 1 GREEN BOX **MUST BE CHECKED**

**Send art in a single digital file, as a scan only**  
SEND **NOW** WITH ORDER FORM FOLLOWING GUIDELINES

**Post art to us**  
DISPATCH **AFTER** RECEIVING PAYMENT ACKNOWLEDGMENT

1 pack = £10

2 packs + 1 pack FREE = £20

Each additional pack thereafter  
£ 8.50 **now with 5% off = £8.08**  
ENTER PACK QUANTITY

**TOTAL PACKS FOR THIS DESIGN**  
THIS INCLUDES ANY FREE PACK

**B/W inside greeting** +20% of standard cards, £4 minimum  
TYPE TEXT IN BOX BELOW

**Photo / logo / digital file** £3 EACH, HOW MANY?  
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