

Enfield Stationers

704 S. Clinton Avenue • Rochester, NY 14620 • Customer Service: (800) 836-4206

Order Online at enfieldcards.com • 24/7 Toll-Free Fax: (888) 700-8306

1 BILL TO:

Name () Phone _____
 Company Name () Fax _____
 Address _____
 City State Zipcode _____
 Email Address _____

2 SHIP TO:

If billing address is different or contains a P.O. Box, please print the street address in the space below.

Name () Phone _____
 Company Name () Fax _____
 Address _____
 City State Zipcode _____
 Email Address _____


3 ORDER ALL PERSONALIZED ITEMS BELOW

FREE PERSONALIZATION includes 6 lines of imprinting on calendars. Your company name will always appear as the largest line of type. **If you are a returning customer and wish to repeat last year's imprint, please write "SAME" in the imprint area below. Include a sample imprint if available.**

Place your order by December 6 to ensure delivery by Christmas!

Card Item Number	Type Style	Quantity	Special Service Numbers for Cards
12	-		

CARD IMPRINT

Check the Box Below If You Want Personalized Envelopes	Quantity	Special Service Numbers for Envelopes
Envelope imprinting included at no charge. 		

ENVELOPE

Maximum of 3 lines, 30 characters per line.

4 CALCULATE ORDER TOTAL

Card Amount:	\$
Card Special Services:	
Envelope Special Services:	
Special Offer Code:	
Special Offer Discount Amount:	-
Product Total:	\$
Sales Tax: (NY only, 8%)	
Shipping & Handling: (See reverse)	
Grand Total:	\$

5 SELECT YOUR FREE SUBWAY LUNCH

SEE BACK PAGE FOR DETAILS

For all orders before Dec. 31 2017: \$5.00 FREE LUNCH for orders over \$350. (No. 6600) Check the box to the right if you qualify.



6 METHOD OF PAYMENT

Choose Check, Charge, or Bill Me

Check Enclosed For Mail Orders Only.

\$ _____

Remember: **Shipping & Handling are FREE with all cash orders!**

Credit Card

CHARGE TO:	<input type="checkbox"/> Visa	<input type="checkbox"/> AMEX
	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover
CARD NUMBER		
CARD SECURITY CODE*	EXPIRATION DATE	
SIGNATURE		

*The card security code is a three digit number printed on the back of your card or, in the case of American Express, a four digit number printed off to the side on the front of your card.

Bill Me

Orders over \$200 only! If this is your first order, please complete the box below. You will be charged Shipping & Handling. See back of this form for more information.

BANK NAME		
BANK PHONE WITH AREA CODE		
YOUR BANK ACCOUNT NUMBER		
CITY	STATE	ZIP
PURCHASE ORDER NUMBER		
SIGNATURE		

Enfield Stationers

704 S. Clinton Avenue • Rochester, NY 14620 • Customer Service: (800) 836-4206

Order Online at enfieldcards.com • 24/7 Toll-Free Fax: (888) 700-8306

ORDERING INFORMATION

Calendar Card Personalization

Calendar cards include up to six lines of imprinting. We recommend no more than 60 characters per line, including punctuation and spaces. Logos are available for an additional charge (see below). If a phone number is to be imprinted, please include it when filling out imprinting information. **Please print clearly.** We are not responsible for customer error.

Your company name will appear as the largest line of type. If you would like something different, please indicate that on the order form.

Need additional services? See the Logo and Special Services sections below.

Envelope Imprinting

Personalized envelopes are included at no charge and include up to three lines of imprinting with a maximum of 30 letters, spaces, and other characters per line.

One envelope is included with each calendar card ordered. Additional envelopes are available; please contact customer service for more information.

Logos

Logo orders must be accompanied by clear black and white art. Photocopies, raised print, or color submissions may not be suitable for reproduction. Any design work or touch-ups will result in additional charges. For email or electronic submissions, please contact customer service for specifications. Logos cost \$30; special colors cost \$15 each. We cannot accept artwork via fax.

PMS color numbers will be converted to process colors for printing.

Methods of Payment

SAVE! Enclose a check or money order for the full amount, made payable to Enfield Stationers. FedEx Ground shipping charges are free with all prepaid orders.

VISA, MasterCard, American Express, or Discover must have complete number, valid expiration date, CID, and signature of card holder. FedEx Ground shipping charges are free with all prepaid orders. Please include your daytime phone number.

“Bill Me” orders are accepted on amounts over \$200. Buyers must provide a bank reference including bank name, account number, bank phone number, and address. You must also include your daytime phone, fax number, and an authorized signature. Terms on “Bill Me” orders are Net 30 Days from the date of invoice.

If you would like a purchase order number referenced on the invoice, please write that number in the space provided. “Bill Me” customers pay all shipping and handling charges.

No “Bill Me” orders are accepted after November 1, 2017.

Shipping

Orders are shipped via FedEx Ground service. FedEx only delivers to street addresses. Please provide a physical address where the order is to be delivered.

Place your order by December 6, 2017 to ensure delivery in time for Christmas!

All orders shipped to Alaska, Hawaii, Puerto Rico, Guam, and the Virgin Islands will be shipped via the US Postal Service, as are all orders shipped to APO, FPO, or other PO boxes. Please place your order accordingly to assure timely delivery. It will take 3–4 weeks after we receive your order for your order to be delivered.

Order Amount	Shipping & Handling
Up to \$99.99	\$7.95
\$100.00 to \$300.00	8% of order total
\$300.01 to \$500.00	7% of order total
\$500.01 & up	6% of order total

Express Shipping

Express Services are only available to street addresses, not APO, FPO, PO Boxes, Guam, Puerto Rico, or the Virgin Islands. We will be happy to provide overnight or second day shipping prices at your request; please contact Customer Service for pricing. If you pay with check or money order, we will cover the cost of regular ground shipping on your order—you will have to add the additional charges to cover express shipping in your check. If you elect to pay by credit card, or by “Bill Me”, your card or invoice will reflect the full cost of express shipping. You must include a daytime phone number.

Special Services

Number	Service	Price
61	SPECIAL COLORS — Give us a PMS color to match (gold and silver are not available).	\$15.00
62	CUSTOM IMPRINTS/LOGOS — You supply the camera-ready artwork	\$30.00
63	CUSTOM IMPRINTS/LOGOS ON ENVELOPE — You supply type and logo	\$30.00