



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

**Order by Dec. 4
for delivery by
Dec. 20**

1 BILL TO:

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

3 ORDER ALL PERSONALIZED ITEMS

Card & Imprint

A: CALENDAR CARDS

Calendar Card Style # _____
 Create Your Own Base style on card # _____
Imprint style _____
 Imprint up to 6 lines Same imprint as last year

Custom Photo(s) supplied Logo supplied

B: CREATE YOUR OWN HOLIDAY CARD

Card Style # _____
 Create Your Own Base style on card # _____
 Use verse shown with card
 Traditional verse # _____
 Write your own verse _____

Imprint up to 6 lines Imprint style _____

Custom Photo(s) supplied Logo supplied

Envelopes

No Address Imprint
 Extra Envelopes (.07¢ per envelope) Quantity _____
 Address Imprint up to 3 lines Same imprint as last year

4 CALCULATE ORDER TOTAL

Card quantity _____
Price per quantity \$ _____
Additional envelopes quantity _____
X .07¢ per envelope \$ _____
Product Subtotal \$ _____
Sales Tax (NY only, 8%) \$ _____
Shipping (See reverse) \$ _____

TOTAL \$ _____

Calendar Card

Qty	Price	Cost Each
50	\$105.00	\$2.10
100	\$200.00	\$2.00
150	\$262.50	\$1.75
200	\$320.00	\$1.60
250	\$375.00	\$1.50
300	\$435.00	\$1.45
400	\$560.00	\$1.40
500	\$650.00	\$1.30
1000	\$1100.00	\$1.10
2500	\$2500.00	\$1.00
5000	\$4750.00	\$0.95

Create Your Own Holiday Card

Qty	Price	Cost Each
50	\$112.50	\$2.25
100	\$170.00	\$1.70
150	\$240.00	\$1.60
200	\$310.00	\$1.55
250	\$375.00	\$1.50
300	\$435.00	\$1.45
400	\$560.00	\$1.40
500	\$675.00	\$1.35
1000	\$1250.00	\$1.25
2500	\$2750.00	\$1.10
5000	\$5000.00	\$1.00

5 METHOD OF PAYMENT

Check Enclosed \$ _____
Make checks payable to "Shade Tree Greetings"
 Credit Card Visa AMEX MasterCard 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!
You will be charged Shipping & Handling. See back of this form for more information.*

Purchase Order Number _____
Name _____
Signature _____

Remember: SHIPPING IS FREE with prepaid orders!



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. If a phone number and/or email address is to be imprinted, please include it when filling out imprinting information. **Please print clearly.**

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 to add a logo? See Logos 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 quality printable art in the form of vector art, .eps, .jpg, .tiff, or .psd files. Photocopies, raised print, color submissions, or logos taken from an internet website may not be suitable for reproduction. Additional design work or touch-ups may result in additional charges. For email or electronic submissions, please contact customer service for specifications. We cannot accept artwork via fax. PMS color numbers on logo artwork will be converted to black and white or process colors.

Methods of Payment

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

VISA, MasterCard, American Express, or Discover are accepted. FedEx Ground shipping is free with all prepaid orders. Please include your daytime phone number.

“Bill Me” orders are accepted on amounts over \$200. 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 shipping charges.

“Bill Me” orders will not be accepted after November 1, 2019.

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 4, 2018 to ensure delivery by December 20!

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.