



eliteprinter.com Work Order Form

Elite Products, Inc.
P.O. Box 447
Waterford Works, NJ 08089

Toll Free: (888) 602-5959
Fax:(609) 567-1028
Email: sales@eliteprinter.com
Website: www.eliteprinter.com

CONTACT

Company Name: _____ Date: _____
Contact Name: _____ Email: _____
Phone: (____) _____ Website: _____
Fax: (____) _____ Other: _____
Address: _____
City: _____ State: _____ Zip Code: _____
How did you hear about Elite Products, Inc.? _____

PRODUCT

Product Order Information - Select the product and quantity you want to order:

- Color Business Cards 1,000 First-time Client Special Order
- Color 4" x 6" Postcards 2,500
- Color 6" x 9" Postcards 5,000
- 4" x 9" Rack Cards 10,000
- Business Card/Postcard Combo Card
- 8.5" x 11" Sell Sheet One Side Both Sides

FRONT SIDE

Front Card Image # _____ Clearly PRINT all the information to be placed on the front side of the card:

Note: It is very important that you double check all your spelling and contact numbers.

BACK SIDE

Back of Card - Clearly PRINT all the information to be placed on the back of the card:

DESIGN

Design Notes: Our professional designers will layout the best design that suits your needs. It is our #1 goal to provide you with the best looking and most effective marketing materials possible. If you would like to see something a certain way, just describe it below and we'll make your cards just the way you want them!

FONT STYLE

Please choose one font type:

- | | |
|---|---|
| <input type="checkbox"/> Company Name (arial) | <input type="checkbox"/> Company Name (times) |
| <input type="checkbox"/> <i>Company Name</i> (script) | <input type="checkbox"/> <i>Company Name</i> (tiffany) |
| <input type="checkbox"/> <i>Company Name</i> (script2) | <input type="checkbox"/> Company Name (data) |
| <input type="checkbox"/> Company Name (corporate) | <input type="checkbox"/> <i>Company Name</i> (fun) |
| <input type="checkbox"/> <i>Company Name</i> (park avenue) | <input type="checkbox"/> Company Name (strong) |

CHARGES

Note: Only one card per Work Order Form. You may make additional copy of this form for multiple orders.

Description & Quantity of Goods:	Cost of Goods:						
Shipping Charges: Up to 1,000 business cards - \$15.00 2,500 business cards - \$20.00 5,000 business cards - \$35.00 10,000 or more - call for quote	<table border="1"> <tr> <td style="text-align: right;">Add Shipping:</td> <td></td> </tr> <tr> <td style="text-align: right;">NJ Residents Add 6% Tax:</td> <td></td> </tr> <tr> <td style="text-align: right;">Total Cost:</td> <td></td> </tr> </table>	Add Shipping:		NJ Residents Add 6% Tax:		Total Cost:	
Add Shipping:							
NJ Residents Add 6% Tax:							
Total Cost:							

All other orders must call for shipping prices due to weight.

JOB AUTHORIZATION

Please sign and fax back to: Elite Products, Inc. (609) 567-1028

I give my authorization for Elite Products, Inc. to complete this job:

Sign Here: _____

Print Name: _____ Date: _____

By signing here you are agreeing to all Elite Products, Inc. terms and conditions.

You may review our terms and conditions which are included with this form or visit www.eliteprinter.com/terms.htm

If you would like to place an order over the phone please call us M-F, 9am-5pm and we will be more than happy to help you with your order.

PAYMENT AUTHORIZATION

PAYMENT INFORMATION – Prepayment in Full is Required Before Any Work Will Be Done On All Orders

- VISA MasterCard AMEX Discover PayPal Check/Money Order

Credit Card #: _____ Exp. Date: _____ 3 or 4 Pin #: _____

Total to Be Charged To Credit Card: \$ _____

I, the undersigned, hereby authorize Elite Products, Inc. to charge the above listed credit card account the amount indicated on this order I approve by signing this faxed receipt, or my signature (or any company representative's signature) at the time of receipt, and that I will in good faith, make good on the above charges. I, the undersigned, do hereby personally guarantee payment in the event of non-payment without just cause by the above named company. I also understand that if I refuse an order already shipped that I am responsible for all freight charges related to the order. All transactions between buyer and seller shall be governed by the laws of the State of New Jersey, and buyer consents to the jurisdiction of the New Jersey Courts, County of Camden. All legal fees associated with the collection of this debt become the responsibility of the buyer.

Signature as it Appears on Card: _____

Name on Credit Card (please Print): _____

Credit Card Billing Address - *if different from page 1:* _____

City: _____ State: _____ Zip Code: _____

After you have completed this form - please fax it to us at: (609) 567-1028
If you are mailing in your payment, please mail to: Elite Products, Inc. P.O. Box 447
Waterford Works, NJ 08089

Payment Terms

All work must be paid in full before it is sent to the printer for printing. We accept checks, money orders, and (Visa, MasterCard, American Express, Discover cards) through our secure Paypal payment service only. If a check is returned a service charge of \$30.00 will be applied to your job. All NJ residents will be charged 6% NJ sales tax.

Job Completion

Most orders ship within 7-10 business days upon your signed approval of the mailed digital proof. Please allow 3-4 days for shipping. Rush shipping is available and must be prearranged before sending the job to print.

Guarantee & Proofing

Elite Products, Inc. will email a color digital proof of the final product for your approval. Client must then sign and fax our Job Approval Form before we print the job. Elite Products, Inc. is not responsible for errors on approved proofs (spelling, phone numbers, etc.), which have been signed and returned by the customer.

Elite Products, Inc. guarantees the quality of our work. If client is not satisfied with the work we will evaluate and determine if reprinting is necessary. Refunds are not applicable under any circumstances. We reserve the right to either reprint the current job or credit any future purchases.

Shipping Charges

We ship all of our orders 3 Day Priority Mail. Other shipping methods are available and are custom quoted.

Job Cancellation

Once order is submitted and payment has been received, there will be no cancellations accepted.

International Orders

All international orders must be paid in U.S. funds. International shipping and other charges may apply to the order.

Custom Work

Elite Products, Inc. offers our clients custom design services. All custom work must first be quoted by Elite. A Job Order Contract must be signed and faxed back with your payment to begin work on the job.

Image Usage

Elite Products, Inc. reserves the right to use any of the work created by its graphic designers for advertising and public display. By signing our Work Order Form you are allowing Elite Products, Inc. to use your marketing product for advertising purposes.