

Do you want to personalize your brochures, gift certificates, postcards and/or greeting cards?

WHAT DO I GET?

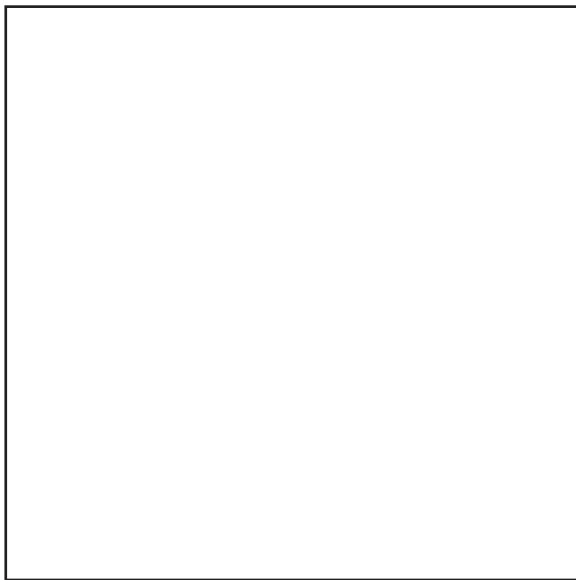
You get personalized service. We work with you to create an attractive layout that reflects your personality and professional standards. We keep your layout for future use, and offer a simple and inexpensive update service so your layout reflects your changing and growing practice.

HOW MUCH DOES IT COST?

- **Layout:** \$30 one-time fee covers creating your initial layout. Includes scanning, placing artwork or text, and making any changes you request after reviewing your proof sheet.
- **Print Fee:** \$.07 per piece print fee is added to the basic product prices each time you order, including the first.
- **Additional layouts:** 1/2 price! Create one each for your brochures, gift certificates and promotional postcards!
- **Revisions:** \$10 to change any of your existing layouts.

HOW MUCH SPACE DO I HAVE?

Your layout will be sized to fit in an approximate 3" x 3" space.



Approximate placement of layout on products:



HOW LONG WILL IT TAKE?

- 2 business days to create a layout and send proof once we have all your information.
- 3 business days to print once we get final approval (can be longer for large orders).
- 3-7 business days for shipping, depending order size and your location.

Multiple revisions can delay the process. Using phone, fax or email as opposed to mail will speed things up.

WHAT IF I'M IN A HURRY?

24-hour layout and/or 24-hour printing are available for \$25 each. It's often faster and less expensive just to pay for fast shipping. Call for options and prices!

Follow these six simple steps!

1 TELL US WHAT YOU WANT TO SAY

Tell us what text you would like in your layout. Use the square to the left, or use a separate sheet of paper.

2 ADD A GRAPHIC (Optional)

Specify a graphic from the clip art collection (visit the personalization page on our website) _____

Or, send us your logo or other art (we print in black and white only).

NOTE: Bigger is better!

Mail: Enclose copy-ready art in its own envelope. Do not tape, fold, or staple.

Email or CD: eps or pdf images (minimum 300 dpi, include fonts);
tif or jpg image (1200 dpi if text is included, otherwise 300 dpi).

(Please, do **NOT** send graphics via fax)

3 SPECIFY TYPEFACE(S)

Circle some typefaces you like or supply us the name (and sample if possible) of another typeface you would like us to match as closely as possible.

ALL-PURPOSE FONTS

Americana
Avant Garde
Futura
Garamond
Myriad
Nueva
Optima
Goudy

SPECIALTY FONTS

Bellevue LITHOS
Boulevard *Lucida*
Brush Script *Murray Hill*
caflish script Papyrus
Cataneo Present
Comic Sans Sanvito
COPPERPLATE *Shelby Delante*
Curlz Tekton

4 ADD SPECIAL INSTRUCTIONS (Optional)

We will use our best judgement to design an attractive layout. If you have special instructions or want to project a specific feeling/mood/style, let us know.

5 TELL US HOW TO SEND YOU YOUR PROOF

Check one: Mail Email Fax

Include your email or fax number: _____

6 SEND YOUR ORDER TO:

Email: info@info4people.com

Fax: 1-360-705-3864

Mail: Information for People, Inc.

PO Box 1038

Olympia, WA 98507-1038



Our friendly customer services staff would love to answer your questions, offer ideas and feedback, or help in any way we can!