



# Order Form

Phone: 1-877-273-7278 (905-828-7399)

Fax: 1-888-278-3672 (905-828-4143)

gfxinc.com

Mailing Address: 3163 Winston Churchill Blvd., Box 26042, Mississauga, Ontario, CA L5L 5W7

Date:

- New Order  Reprint
- Reprint with Changes

### What are you submitting:

*Please include a proof or hand drawn composite*

- Disk/CD
- Slide/Transparency
- Photograph
- Prefer to upload or e-mail

## Billing Information

Name on Credit Card: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address Continued: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

## Shipping Information (If different from Billing, No P.O. Boxes)

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address Continued: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

# What are you ordering:

All discounts or specials are for online orders only.

Quantity: \_\_\_\_\_ Proof? \$10 Ea. \_\_\_\_\_

### Postcards

- 4" x 6"
- 5" x 7"
- 4" x 9"
- 6" x 8" or 5.5" x 8.5"
- Perf Cards
- B&W/Greyscale on 2nd side
- Have you received an estimate? Date: \_\_\_\_\_

### Other Products

- Business Cards Single: \_\_\_ Folded \_\_\_
- 2" x 6" Bookmarks
- 8.5" x 11" 4/4 Flyers
- 8.5" x 11" 4/4 Brochures (2 folds)
- Other: \_\_\_\_\_

### Front Options

- Horizontal
- Vertical
- Border (US\$10)  
Black: \_\_\_ White: \_\_\_
- Logo (US\$10)  
Color: \_\_\_ B&W: \_\_\_
- Headline (US\$10)
- Scans: How Many \_\_\_\_\_
- Custom Layout/Design (\$)

### Back Options

- Typesetting (for postcards, free 50 words)
- Border (US\$10)  
Black: \_\_\_ White: \_\_\_ Other: \_\_\_
- Logo (US\$10)  
B&W: \_\_\_ Color: \_\_\_
- Color  
*Color on back not available for all quantities*
- Scans: How Many \_\_\_\_\_
- Custom Layout/Design (\$)

Direct Mail, Discounts, WebCards & Design-it-Yourself Postcards can only be ordered through our web site at [www.gfxinc.com](http://www.gfxinc.com).

The fee-based options are only if GFX is preparing your artwork, not if you are submitting print-ready digital files. The first scan is included. Additional scans are US\$19 each for Color and US\$12 for B&W.

See [gfxinc.com/specs.html](http://gfxinc.com/specs.html) for preparing artwork. Current prices are listed on our site.

## General Information

### Paper:

- 12pt Coated-2-Sides (C2S) for all card products.
- 100lb Jenson Gloss for flyers and brochures.

### Coating:

- Aqueous coating included on one side for all card products.
- Varnish is additional for Flyers/Brochures.

### Turnaround Time:

- 4 business days based on Friday-to-Friday for all card products.
- 48-72 hours for flyers and brochures.
- Turnaround time varies if excessive changes are made, artwork has not been submitted correctly, or other unforeseen circumstances beyond our control.

### Shipping:

- UPS Ground is 2-5 business days for Canada and the Continental United States. 1 business day (overnight) for the Metro Toronto area.
- Expedited shipping or local courier available. Price based on weight and location.

### Rush Printing:

- Expedited printing only available on Fridays after 5:00 p.m. Eastern Time and weekends for US\$125 per order and completed in 3 business days.

## Payment. You are billed in Canadian Dollars.

- Visa
- MasterCard
- American Express

Card #: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CV Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Product Price:	\$ _____
Rush Printing:	\$ _____
Options:	\$ _____
Subtotal:	\$ _____
G.S.T./H.S.T. (Canada Only):	\$ _____
P.S.T. (Ontario Only):	\$ _____
Shipping Estimate:	\$ _____
<b>TOTAL DUE:</b>	<b>\$ _____</b>

Total due may vary if materials provided do not match order. See terms and conditions.

# GFX Pricing

For current pricing on all of our printing products, please refer to our web site at

[www.gfxinc.com/prices.html](http://www.gfxinc.com/prices.html)

To receive an estimate/quote, please use our online estimating form at

[www.gfxinc.com/estimating.html](http://www.gfxinc.com/estimating.html)

We do not provide quotes over the phone.

## Terms and Conditions

### 1. Estimates/Quotations

Estimates provided by GFX are valid for 30 (thirty) days. GFX reserves the right to refuse orders beyond this time period, or if the estimate failed to cover all expenses not originally expressed in the estimate supplied.

### 2. Hard Copy Materials (slides, etc.)

All materials provided to GFX will be handled carefully. We do not assume responsibility for loss or damage of any materials either in transit to or from GFX or within our premises. Do not send originals. Materials are returned with the order. We archive digital files up to one year.

### 3. Artwork Reproduction

Except for flyers and brochures, all card products are gang printed on offset presses. This means that there are numerous images on the same sheet. We attempt to match artwork as closely as possible, but due to the limitations of gang printing, we do not offer a color match. There will be times when colors shift between 5% - 15%.

When sending digital files electronically, you are responsible for following our guidelines at [gfxinc.com/specs.html](http://gfxinc.com/specs.html). We preview all incoming files and attempt to find potential problems, but assume no responsibility should your job be printed incorrectly.

Flyers and brochures are printed individually and not gang printed with other customers.

### 4. Proofs

If submitting your own artwork in print-ready format, we do not provide proofs. We ask that you supply low resolution JPEGs (not PDFs) of your own artwork, which act as proofs to GFX. If there is any variation between the low resolution proofs and the print-ready files, we will notify you prior to printing of what changes need to be made or if there is an additional cost for GFX to provide the corrections. **We will not print your files or charge you until we have contacted you.**

If GFX is preparing the artwork on your behalf,

we will supply a proof by e-mail or fax. All corrections must be supplied in writing, by e-mail to your GFX customer service representative. Further revisions beyond the first proof and one revision to the layout are charged at US\$19 per edition.

### 5. Electronic Submissions

If sending your files in print-ready format either through our FTP server or by e-mail, there is no additional charge to send the first set of files. If you need to send another set of files, or if corrections need to be made, there is no additional charge for the second set of files. After these two electronic submissions, each additional set of files are charged at US\$17 per upload. GFX is not responsible for proofreading or spell checking your submitted files.

All files sent electronically need to be compressed using WinZip for Windows or DropStuff for Mac. If they are not compressed, printing is at your own risk.

### 6. Cancellation Policy

If we receive your cancellation request in writing by Friday before 5:00 p.m. Eastern Time of the same week you placed your order, we will honor your request and there is no charge at this stage of pre-production. Once your order is in production, it cannot be cancelled. Rush printing orders cannot be cancelled. In the case that GFX is preparing your artwork, a charge will be assessed based on the work completed at the rate of US\$45 per hour (minimum charge) plus any scans already completed.

### 7. Guarantee

If the files we print do not match the files you sent us, we will reprint it at no charge. Exceptions include RGB or Pantones to CMYK conversions, PDF files supplied as final artwork, or files with embedded profiles, or slight trimming imperfections. We do not guarantee a color match. If the files we print match the files you sent us that fall within the 5% - 15% color shift due to gang printing, the cost of reprinting them is borne by you.

Any claim for a refund or a reprint must be supplied in writing within ten (10) business days of receipt of order.

Our turnaround time is not guaranteed unless in writing by a GFX representative.

In no case is GFX liable for loss of business or implied damages.

### 8. Ownership

You certify that you own the rights to use the image(s) being reproduced by GFX. All materials and artwork created directly by GFX, including scans, typesetting, layouts, etc. are the property of GFX. We reserve the right to send samples to potential new customers of your printing unless otherwise notified in writing. We will not use your images in any national or international advertising without your prior written consent.

### 9. Shipping

We use UPS Ground for all orders unless notified at time the order is placed that Expedited is preferred. Delivery times are estimated based on the information provided to GFX by the carrier and in no way is GFX responsible for delays in arrival time. GFX will provide you with a tracking number upon request and it is your responsibility to track your package and notify us of any potential problems caused by the carrier. Importing fees, charged directly by UPS, may apply.

### 10. Payment

All orders are prepaid. A paper invoice accompanies all orders. You are billed in Canadian dollars and the exchange rate is established by your financial institution, not GFX.

### 11. Prices

For current pricing information, see [www.gfxinc.com/prices.html](http://www.gfxinc.com/prices.html). Prices are subject to change without notice.