



HOUSTON INDEPENDENT SCHOOL DISTRICT

Holiday Card Order Form



NAME: _____

COMPANY: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

PHONE: _____ FAX: _____

IF DIFFERENT FROM BILLING ADDRESS

SHIPPING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PERSONALIZATION INFORMATION

LINE 1: _____

LINE 2: _____

LINE 3: _____

MAXIMUM 3 LINES: SEE PRICING ON BACK

TYPESTYLE #: _____ COLOR: BLACK
GREEN
RED

ENVELOPE INFORMATION

LINE 1: _____

LINE 2: _____

LINE 3: _____

MAXIMUM 3 LINES: SEE PRICING ON BACK

TYPESTYLE #: _____ (BLACK INK ONLY)

ORDER INFORMATION

ITEM#	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL

PAYMENT METHOD

CHECK MONEY ORDER (MAKE PAYABLE TO HISD PRINTING SERVICES)

MERCHANDISE TOTAL

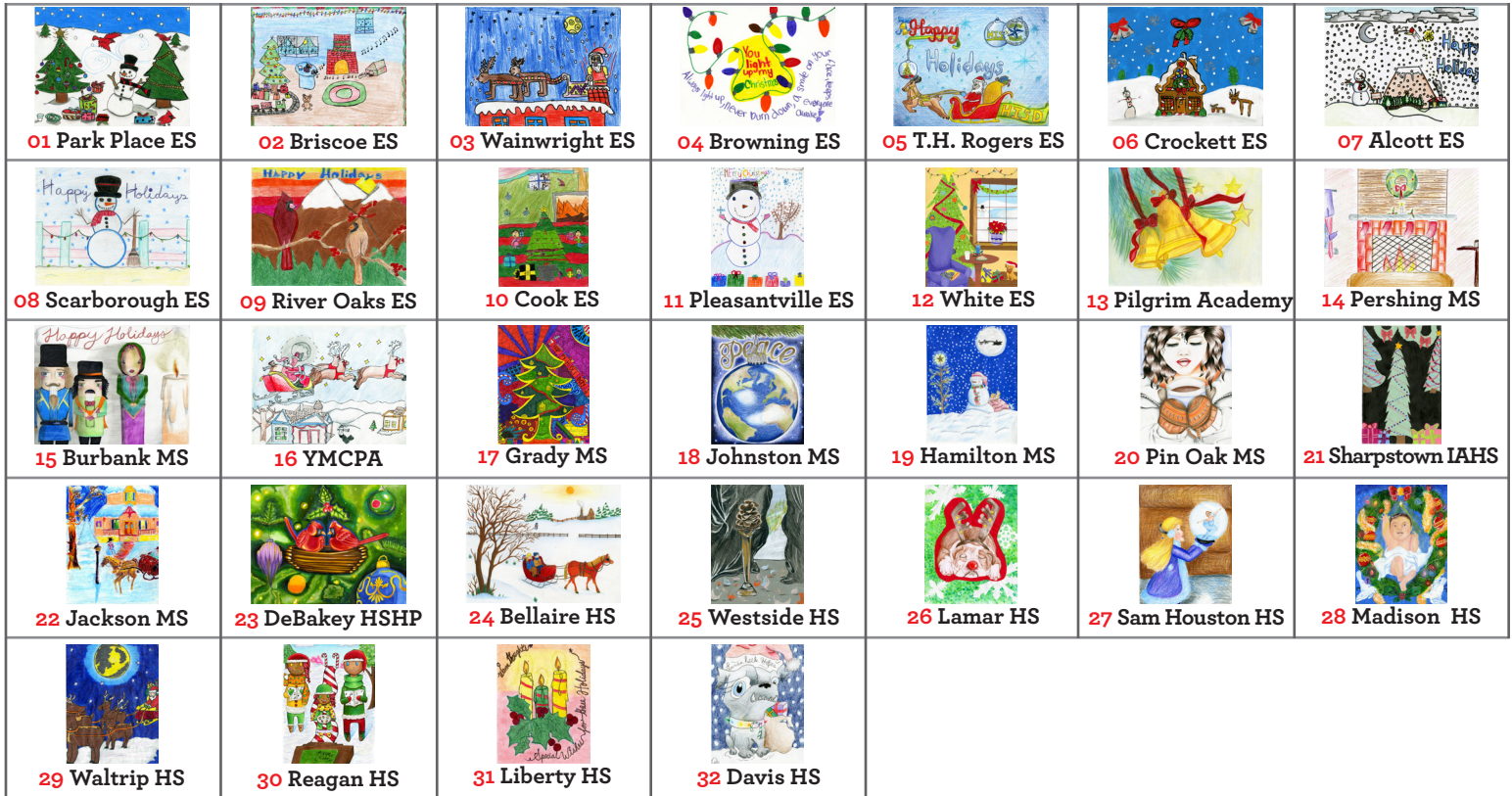
SHIPPING & HANDLING (ON BACK)

TOTAL

SPECIAL NOTE TO DEPARTMENTS AND SCHOOLS:
YOU MAY NOT USE GF1 OR SR1 FUNDS TO PURCHASE CARDS.

Additional Instructions: _____

ALL ORDERS MUST BE TURNED IN NO LATER THAN FRIDAY MORNING, DECEMBER 6, 2013
 CARD, ENVELOPE, AND PRINTING ARE IN THE UNIT PRICES BELOW.



CARD QUANTITY	PRICE
24	\$28
48	\$42
72	\$58
96	\$81
120 +	CALL FOR QUOTE

(8.5" X 5.5") PERSONALIZATION CARD INFORMATION

WE OFFER AN ASSORTMENT OF CUSTOM OPTIONS SUCH AS LOGOS, AND SIGNATURES.
 SEE PRICING INFORMATION BELOW

FOR MORE INFORMATION, OR TO PLACE YOUR ORDER BY PHONE, CALL 713-556-6041.

SHIPPING AND RUSH SERVICE IS AVAILABLE FOR AN ADDITIONAL FEE. A PHYSICAL ADDRESS IS REQUIRED.

CUSTOM ITEMS		PRICE
LOGO	PROVIDE LOGO/ARTWORK IN HI-RESOLUTION QUALITY (300DPI), DIGITAL, TO COPYCENTER@HOUSTONISD.ORG, OR MAIL THE ORIGINAL BLACK-AND-WHITE ART FOR SCANNING.	\$50
INSIDE MESSAGE	PROVIDE SIGNATURES IN HI-RESOLUTION QUALITY (300DPI), DIGITAL, TO COPYCENTER@HOUSTONISD.ORG, OR MAIL THE ORIGINAL BLACK-AND-WHITE ART FOR SCANNING.	\$25
SIGNATURES 1-20	PROVIDE SIGNATURES IN HI-RESOLUTION QUALITY (300DPI), DIGITAL, TO COPYCENTER@HOUSTONISD.ORG, OR MAIL THE ORIGINAL BLACK-AND-WHITE ART FOR SCANNING.	\$50

TYPE STYLES AND INK COLORS

CHOOSE ONE OF 4 TYPESTYLES BELOW:
 IF A TYPESYLE IS NOT SELECTED, TYPESTYLE 1 IN UPPER-AND LOWER-CASE FORMAT WILL BE USED.

- ① Adobe Garamond Pro-ABCDE abcde 1234
- ② Tahoma-ABCDE abcde 1234
- ③ *Good Vibrations-ABCDE abcde 1234*
- ④ Archer-ABCDE abcde 1234

IF AN INK COLOR IS NOT SELECTED, **BLACK** INK WILL BE USED.

CARDS
BLACK
GREEN
RED
ENVELOPES
BLACK

SHIPPING AND HANDLING

- PROVIDE A PHYSICAL ADDRESS FOR DELIVERY (**NO P.O. BOXES**)
- **STANDARD SHIPPING:** ALLOW 7-10 BUSINESS DAYS
- **RUSH SHIPPING:** ALLOW 4 BUSINESS DAYS
- **FREE:** PICK UP AT HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER
- **FREE:** HISD WAREHOUSE DELIVERY
- **EXTERNAL:** DELIVERY VENDORS

SALES TOTAL	STANDARD	RUSH
\$25-\$50	\$7	\$22
\$51-\$100	\$9	\$25
\$101-\$200	\$10	\$28

SALES TOTAL	STANDARD	RUSH
\$201-\$500	\$11	\$30
\$501-\$1,000	\$15	\$33
\$1,001-\$1,500	\$20	\$40