



1. ORDER BY MAIL:



Lynn Card Company
P.O. Box 47
Hutchinson, MN 55350

2. ORDER TOLL FREE BY FAX:



(888) 498-9449

24 Hours

To avoid duplicate orders do not send confirmations.

3. ORDER TOLL FREE BY PHONE:



(800) 882-3303

8-4 M-F CST

NOTE: To reduce the likelihood of errors on "custom-imprinted" orders, mail or fax is the preferred method.

4. ORDER ON-LINE:



Visit our Website at:
lynncard.com
or use the internet address printed on your catalog.

METHOD OF PAYMENT:

Bill Me Purchase Order # _____

Check Enclosed (Payable to "Lynn Card Company")

Credit Card (Visa, MC, AmEx, & Discover)

(CREDIT CARD NUMBER)

(NAME ON CARD)

____/____/____
(EXPIRATION DATE)

(SECURITY CODE)

For VISA, MC, and Discover, the security code is a 3 digit code on the back of the card, for AmEx it is a 4 digit code on the front.

ORGANIZATION'S MAILING ADDRESS:

NAME OF ORGANIZATION: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____

SHIP TO: Check box if this is a Home Address

NAME: _____
ATTN: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____

ORDERED BY:

NAME: _____
PHONE: _____ EMAIL: _____

Have You Ordered From Us Before? **YES** **NO**

BILL TO: (If paying by credit card, provide address where credit card bill is sent)

NAME: _____
ATTN: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____

QTY	CARD / ITEM #	SPECIAL IMPRINTS OR VERSES (See catalog for imprint options)	UNIT COST	TOTAL COST
1		FRONT IMPRINT: <input type="checkbox"/> See Attachment		
		INSIDE IMPRINT OR VERSE: <input type="checkbox"/> See Attachment		
2		FRONT IMPRINT: <input type="checkbox"/> See Attachment		
		INSIDE IMPRINT OR VERSE: <input type="checkbox"/> See Attachment		

ENVELOPE IMPRINT:
↓
Your Address Here
P.O. Box 1111
Milan, MN 56282

PERSONALIZED ENVELOPES
Please Print or Type a Maximum of 3 Lines

1. _____
2. _____
3. _____

Envelope Imprint
Matching envelopes are included with all orders. If desired, you may have your envelopes personalized with your return address on the back flap. This service is \$25 plus 5¢ per envelope. All imprints will be in black.

FREE SHIPPING
on all orders over \$99
Applies to standard ground shipping in the Continental United States only. Shipments to Alaska and Hawaii may require a small additional charge. Expedited shipping is available. Call for more information.

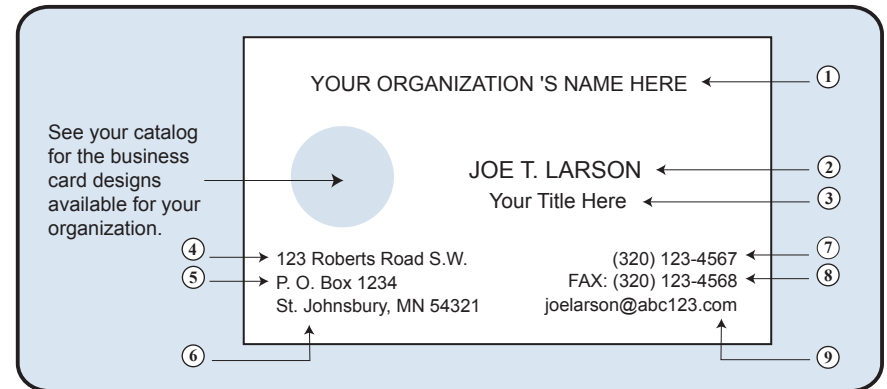
A. ENVELOPE IMPRINT COST \$25.00 + 5¢ per envelope	
B. SPECIAL OFFERS	
PROMO CODE: _____	
SUBTOTAL →	
D. SHIPPING & HANDLING (\$9.95 for orders \$99 or less)	
C. SALES TAX (Minnesota Residents Only)	
TOTAL →	

General Ordering Instructions

- 1. HOW TO ORDER:** We offer four easy ways to order. You can order online, by phone, by fax, or by mail. Refer to the front of the order form for more details.
- 2. CUSTOM IMPRINT INFORMATION:** Most of our cards can be “custom-imprinted” or “personalized” to meet your individual needs. Refer to your catalog for special imprint information or instructions. Choose from a wide selection of verses found in this catalog or create your own verse. All verses can be personalized with up to three signature lines below the verse. There is no additional cost when included with an inside imprint. We encourage you to include copies, samples, or sketches of what you want with your order.
- 3. CUSTOM CARD INFORMATION:**
 - A. General Information:** Lynn Card Company makes it very easy for you to order a Custom Logo Card or a Custom Photo Card. Simply provide us with your high quality digital photograph or logo and our team of graphic art experts will do the rest. Your digital file can be uploaded when you place your order online or it can be emailed to us at info@lynncard.com.
 - B. Logo Cards:** The preferred format for logos is a “vector art” format created using a drawing or illustration program. Acceptable formats include AI files (created in Adobe Illustrator), EPS files, or PDF files. We will also accept digital image files like JPG, TIFF, or PSD as long as the resolution is at least 300 dpi. If you choose to have an optional imprint line above and/or below your logo, enter your imprint information in the “Front Imprint” block on your order form.
 - C. Photo Cards:** We accept digital photographs in the jpg or tiff formats common to most digital cameras. For best quality we recommend an image resolution at least 300 dpi (a 2-3 megapixel image is usually adequate). Because our card size is slightly narrower than a standard photo, ensure that there is adequate room around the image for cropping. The quality of your card will be a direct result of the quality of your photograph.
- 4. ENVELOPE IMPRINT INFORMATION:** You may have your return address (3 lines) printed on your envelope for just \$25.00 plus 5¢ per envelope. Provide the envelope quantity and imprint information on the order form.
- 5. SHIPPING INFORMATION:** Refer to the order form for the Postage and Handling Rates. The rates are based on the order subtotal and are only valid for shipments within the continental U.S. Most orders will be shipped via U.S.P.S. Priority Mail or via U.P.S. Ground. Allow 5-7 working days for delivery.
- 6. PAYMENT INFORMATION:** Check the box on the order form to indicate which payment method you choose. If you are enclosing your payment with your order, make your check payable to “Lynn Card Co.”. If you would like to be billed, an invoice will be sent out after the order is shipped and payment is due in 30 days. If you are paying by credit card, enter the credit card information. In the “Bill To” block on the order form, enter the address where the credit card statement is sent.
- 7. SATISFACTION GUARANTEED:** We stand 100% behind our products! If for any reason you are not satisfied, call customer service at (800) 882-3303.

Business Card Ordering Instructions

To order business cards, fill out the order form on the reverse side as you would any other product. Provide your business card imprint details in the space provided below. Also note that all imprints will be in black.



IMPRINT INFORMATION:

CARD #: _____ **QTY:** _____

- 1 ORGANIZATION: _____
- 2 YOUR NAME: _____
- 3 TITLE: _____
- 4 ADDRESS #1: _____
- 5 ADDRESS #2: _____
- 6 CITY/STATE/ZIP: _____
- 7 PHONE/FAX/CELL/PAGER _____
(circle one)
- 8 PHONE/FAX/CELL/PAGER _____
(circle one)
- 9 E-MAIL: _____