



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

TYPESTYLES

- ① Adobe Caslon Pro - ABCD abcde 1234
- ② Tahoma - ABCD abcde 1234
- ③ *Good Vibrations* - *ABCD abcde 1234*
- ④ *Lauren Script* - *ABCD abcde 1234*

COLOR

BLACK

GREEN

RED

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 5, 2014
CARD, AND PRINTING ARE IN THE UNIT PRICES BELOW.

						
01 Pin Oak MS	02 J.R. Harris ES	03 Browning ES	04 River Oaks ES	05 Sutton ES	06 Sherman ES	07 White ES
						
08 Poe ES	09 Cook ES	10 Carrillo ES	11 Scroggins ES	12 Crockett ES	13 Scarborough ES	14 Mickey Leland College Preparatory for Young Men
						
15 Sam Houston HS	16 DeBakey HS	17 Reagan HS	18 Lamar HS	19 Westbury HS	20 Liberty HS	21 Johnston MS
						
22 Pershing MS	23 Baylor College of Medicine Academy	24 Burbank MS	25 Pilgrim Academy	26 Forest Brook MS		

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 SERVICE ARE AVAILABLE FOR AN ADDITIONAL FEE. A PHYSICAL ADDRESS IS REQUIRED.

ALL ENVELOPES ARE BLANK

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

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 Caslon Pro - ABCD abcde 1234
- 2 Tahoma - ABCD abcde 1234
- 3 Good Vibrations - ABCD abcde 1234
- 4 Lauren Script - ABCD abcde 1234

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

INK COLORS

— BLACK	
— GREEN	
— RED	

SHIPPING AND HANDLING

- PROVIDE A PHYSICAL ADDRESS FOR DELIVERY (**NO P.O. BOXES**)
- **STANDARD SHIPPING:** ALLOW 5-7 BUSINESS DAYS
- **FREE:** PICK UP AT HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER

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

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