

A division of William Morton Visual Communications

## ZED Card Order Form

Please print neatly:

Ship To: \_\_\_\_\_

Mailing/Shipping Address: \_\_\_\_\_  
 Is this a  Residential Address or a  Business Address?

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

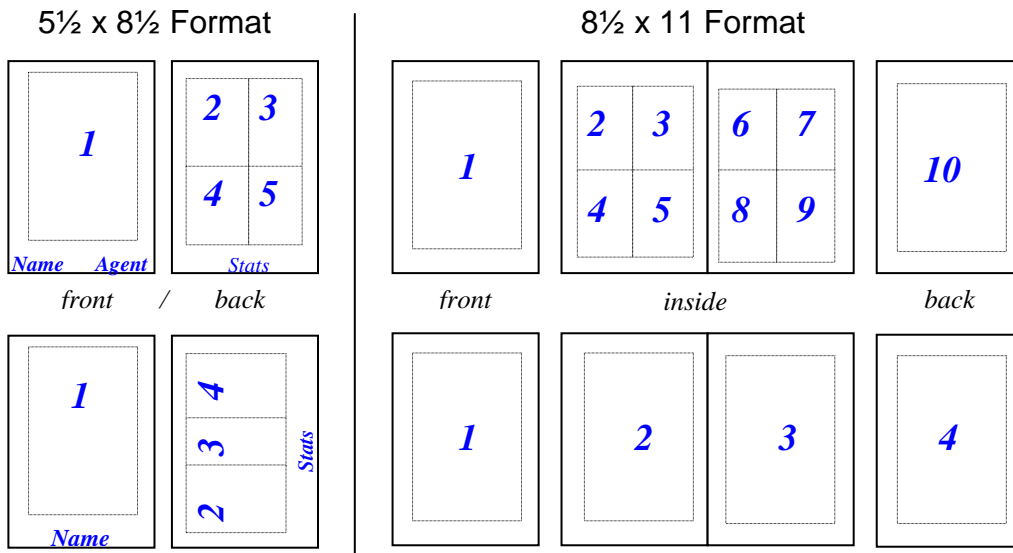
Card Type	Qty/Price* <i>(circle one)</i>		
5½ x 8½ double-sided <b>Color</b>	\$ 70 / 50	\$ 99 / 100	\$180 / 250
8½ x 11 double-sided <b>Color</b> <i>(folds to 5½ x 8½, "book-style". These are shipped flat/unfolded)</i>	\$130 / 50	\$180 / 100	\$300 / 250
5½ x 8½ <b>single-sided Color</b>	\$ 50 / 50	\$ 80 / 100	\$150 / 250
8½ x 11 <b>single-sided Color</b>	\$ 65 / 50	\$ 95 / 100	\$170 / 250
_____ 35mm slides or negatives to be scanned <i>(This typically adds 2 days to your production time)</i>	_____ (\$5.00 each)		
_____ Prints/tearsheets to be scanned <i>Please submit clear (preferably glossy) prints that are at least 4"x6" in size; at least 5x7 recommended for front zed image.</i>	_____ (\$2.50 each)		
Shipping: UPS Ground \$6.00 (3-5 days, depending on your State) –or– USPS Priority Mail \$12.00 (2-3 days) –or– Federal Express* Overnight \$25.00 (1 day) <i>(circle one)</i> <i>*You may provide your own FedEx or UPS account number if you prefer direct billing</i>	_____ Charge to my FedEx / UPS Account: #		
<b>TOTAL ORDER</b> Check <i>(Personal checks must clear prior to shipment)</i> or Money Order Enclosed <i>(circle one):</i> or PayPal submitted from Email address: _____  By signing below, I am authorizing ZedCardPrinters.com to print the accompanying order and charge my credit card (or accept my check or money order) in the amount listed above at right. If I waive my right to proof my zed card order by initialing at right, I understand that I accept all responsibility for the color, quality and appearance of the final product. I further understand that there are no refunds or charge-backs allowed once an order has been printed, as this is a custom-made Special Order.  <b>Authorized Signature:</b> _____ <b>Date:</b> _____	\$ _____ <i>(Sales Taxes are included in the totals if applicable)</i>  In order to receive my order more quickly, I wish to waive my right to proof, and will accept my order "AS IS." I understand that there are no refunds, charge-backs, or reprints (without cost) on my order.  _____ (Please initial here to waive proofing)  NOTE: Proofs are not available on 8x10 B&W Litho headshots, as it is not possible to set up the printing press to print just one card.		

*\*Prices and card stocks subject to change based on availability. Please refer to our website for the most current information.*

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## ZED Card Layout Worksheet

Number the back of your prints/images (please use a Sharpie®/felt-tip marker!) and mark your preferred layout/order (if you have one) as per the Example below, or attach a separate sheet if needed for a Custom Layout. If you have negatives or slides, indicate the negative number below on one of the sample layouts. If you have a preferred placement for name or stats, please indicate it below. (“Name,” “Agent” and “Stats” are marked as examples – please indicate at bottom if you have a preferred placement.)



Preferred Font (circle):

Times New Roman	Arial	<i>Monotype Corsiva</i>	Copperplate
<i>Times New Roman</i>	<i>Arial</i>	<i>Monotype Corsiva</i>	<i>Copperplate</i>
<b>Times New Roman</b>	<b>Arial</b>	<b>Monotype Corsiva</b>	<b>Copperplate</b>
TIMES NEW ROMAN	ARIAL	MONOTYPE CORSIVA	COPPERPLATE

Name (as it will appear on the card): \_\_\_\_\_ Left Center Right

Agency Name or Contact Info: \_\_\_\_\_ Left Center Right

Stats you would like included: \_\_\_\_\_ Left Center Right

Women:					
Hair:	Eyes:	Height:	Dress:	Other:	Other:
Bust:	Waist:	Hips:	Shoes:	Other:	Other:
Men:					
Height:	Hair:	Eyes:	Suit:	Other:	Other:
Shirt:	Collar:	Inseam:	Shoes:	Other:	Other:

## Digital File Submission Requirements

ZedCardPrinters.com can accept digital files for zed cards or headshots from CD-ROMs as well as via Email. For graphics/images we recommend TIF format if submitted on disk, but can accept EPS, PSD or JPG. JPGs must be saved with High Quality (or Low Compression) to be clear enough for reproduction. Files submitted via Email will need to be in JPG format, as other file formats will be too large to get through most mail servers. As an alternate you may use a web-based service such as YouSendIt.com. *We cannot be responsible for the quality of compressed JPGs.*

For best results, **image files should be at least 300dpi, and at least 5" x 7"** for front of zed cards; 8" x 10" for 8x10 headshots. *Images saved from web pages are NOT at sufficient resolution for reproduction! Color will be reproduced "AS IS" on the digital file, and ZedCardPrinters.com cannot be responsible for color accuracy without a sample/proof enclosed to match.* We work in the Adobe RGB color space and print to Pantone-calibrated printers. We will mail you a proof of your zed for approval – expect proofs to add *up to* an additional 5 days (for mail time and approval time, depending on your location).

Actual page layouts (with or without images embedded) may be submitted as well. We can accept files created using any of the following application versions (or earlier): Adobe Illustrator CS files, Adobe PageMaker 6.5, Adobe InDesign CS, Microsoft Publisher or QuarkXPress. *NOTE: Publisher and Quark files are converted to PageMaker or InDesign and occasionally we are not able to convert files.* Although we can print PDF files, we do not recommend it unless you ensure that the file is saved at the maximum possible (print) quality and your color profile is set.

If you have any other questions, please ask and have them answered before your project begins!

Normal turnaround time on zed cards is 3-5 business days in-house, but our current turnaround time is always listed on our website. Normal turnaround on 8x10 B&W litho headshots is 2-3 weeks (depending on what day of the week your order is received). We begin the litho process each Monday and ship on Fridays. Rush service is available on zed cards for an additional charge – please call for a quote.

File Format	Delivery/Media
.TIF .EPS .PSD .JPG .INDD .AI .QXD	Via Email: files@ZedCardPrinters.com  CD-R ( <i>recommended</i> )