

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 Color - 110# card stock	\$ 75 / 50	\$109 / 100	\$199 / 250
8½ x 11 double-sided Color - 110# card stock <i>only</i> <i>(folds to 5½ x 8½, "book-style". These are shipped flat/unfolded)</i>	\$140 / 50	\$199 / 100	\$350 / 250
5½ x 8½ single-sided Color - 110# card stock	\$ 55 / 50	\$ 89 / 100	\$165 / 250
8½ x 11 single-sided Color - 110# card stock	\$ 70 / 50	\$109 / 100	\$190 / 250
8x10 B&W Litho Headshot <i>From your 8x10 B&W glossy original print</i>	\$109 / 250	\$139 / 500	\$225/1000
Upgrade from 110# to 140# Index card stock	\$ _____ (add 10%)		
_____ 35mm slides/negatives, or prints to be scanned <i>(This typically adds 2-3 days to your production time)</i>	\$ _____ (\$5.00 each)		
Cuts for full bleed (5x8" or 8x10" final size only) Email for layout specs if sending ready-to-print files	\$10.00		
Shipping: UPS Ground \$8.00 (3-5 days) –or– USPS Priority Mail \$15.00 (2-3 days) –or– Federal Express* Overnight \$25.00 (1 day) <i>*You may provide your own FedEx or UPS account number if you prefer direct billing</i>	\$ _____ Charge to my FedEx / UPS Account: # _____		
TOTAL ORDER Check <i>(Personal checks must clear prior to shipment)</i> or Money Order Enclosed <i>(circle one)</i> : or PayPal 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 <i>accept all responsibility</i> 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. Authorized Signature: _____ Date: _____	\$ _____ <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. _____ <i>(Please initial here to waive proofing)</i> 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.		

**Pricing assumes that images and/or layout are "ready to print." Scans, crops, or special layouts/arrangements are additional. Prices and card stocks subject to change based on availability. Please refer to our website for the most current information.*

Digital File Submission Requirements

ZedCardPrinters.com can accept digital files for zed cards or headshots from ISO-compliant 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 are not recommended, but if saved with High Quality (or Low Compression) they may 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. *We cannot be responsible for the quality of compressed JPGs.*

For best results, image files should be:

- At least 300dpi, but no larger than 600 dpi
- At least as large as they will be printed:
 - We recommend *at least* 5" x 7" for front of zed cards;
 - 8" x 10" for 8x10 headshots. (This results in an approximately 3MB JPG or an 18MB TIF file.)
Images saved from web pages are NOT at sufficient resolution for reproduction!
- Please note the image numbers in the proper locations on your Zed Card Layout sheet. Ideally image #1 will be on the front of the card and images will be placed in numerical order unless otherwise specified.
- Images should be in any of the following formats:
 - .TIF
 - .PSD
 - .JPG
- **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).

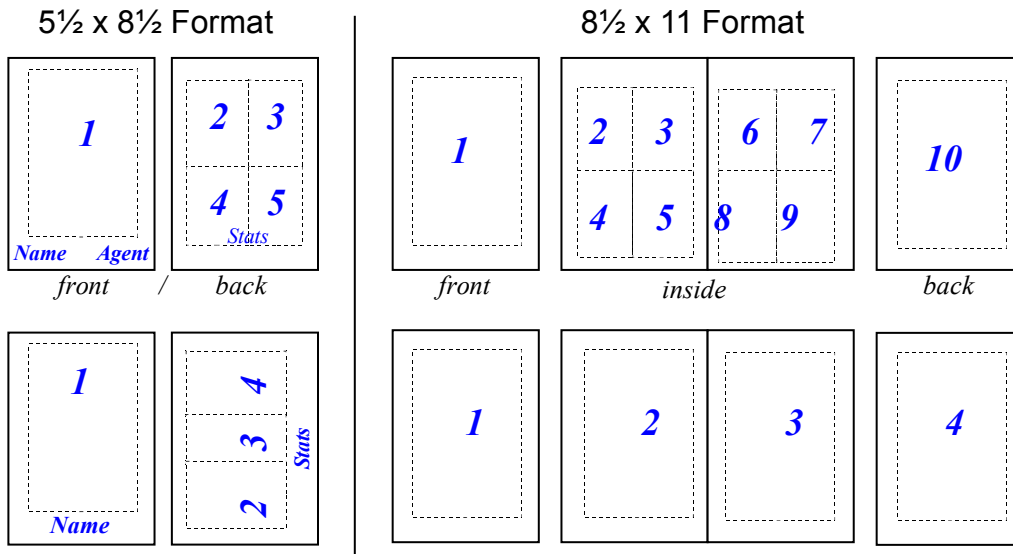
Actual page layouts (with or without images embedded) may be submitted as well. We can accept files created using any of the following application versions: Adobe Illustrator files, Adobe PageMaker, Adobe InDesign, Microsoft Publisher or QuarkXPress. *NOTE: Publisher and Quark files are converted to PageMaker or InDesign and occasionally we are not able to convert files.* Although we can print PDF files, we do not recommend it.

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 [email](#) or call for a quote.

ZED Card Layout Worksheet

Number the back of your prints/images (please use a felt-tip marker like a Sharpie!) 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>
Times New Roman	Arial	Monotype Corsiva	Copperplate
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:

Headshot Layout Worksheet

Attach a separate sheet if needed for a Custom Layout. If you have a preferred placement for name or stats, please indicate it below; otherwise we will use our best judgment. (“Name,” “Agent” and “Stats” are marked as examples – please indicate at bottom if you have a preferred placement.)

Preferred Font (circle one):

Times New Roman
Times New Roman
Times New Roman
 TIMES NEW ROMAN

Arial
Arial
Arial
 ARIAL

Monotype Corsiva
 MONOTYPE CORSIVA

COPPERPLATE
Copperplate
Copperplate
 COPPERPLATE

Please print neatly:

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

Agency Name or Contact Info (*optional*): _____ Left Center Right

Stats you would like included (*optional*): _____ Left Center Right