

Name _____ Date of order _____
 Address _____
 City/State/Zip _____
 Phone _____ E-mail _____
 Please check if this is a **temporary** or **furlough-only** address

SHIPPING Ship to address above or fill in address below.

Name _____ Attention _____
 Street Address _____
 City/State/Zip _____
 Phone _____ E-mail (optional) _____

SHIP RATE Ground 3rd Day Select 2nd Day Next Day

PRODUCTION TIME Standard production before shipping is about one week (*five business days*) from receipt of approval and payment. Select a **RUSH** option to increase the rate of production.
 RUSH 3-Day Production—\$25 **RUSH 2-Day Production**—\$50

ESTIMATE COST REORDERS ONLY... To reorder, fill out shaded sections and note in form any changes necessary. <input type="checkbox"/> Portrait Update —\$25	Design <input type="checkbox"/> 48-hr. RUSH*	
	Portrait Update/CMI	
	Printing	
	Finishing Services	
	RUSH Production	
	Shipping	
	TOTAL	

*If a first-time design is needed in 48 hours, please add \$50 and check the RUSH box.

PAYMENT OPTIONS Your production time will begin upon receipt of both design approval and payment. Please select billing method.
 Bill my mission account:
 Name of Mission Agency _____ Account # _____ Mission Fax # _____
 Check or money order **Bill to e-mail after designing**
 PayPal—Make secure online payment from major CC or PayPal account. A PayPal account is *not* required to use this method. If you select this option we will e-mail simple instructions, or you may send PayPal payment to accounting@missionaryprayercards.com at your convenience.

DESIGN Please check the type of design you wish to order.

- Front-only Standard Card (up to 4x6)-----\$60
- Two-sided Standard Card (up to 4x6)-----\$90
- Front-only Oversize Card (over 4x6) -----\$80
- Two-sided Oversize Card (over 4x6)-----\$120
- Add form with tear-off (up to size of card)-----\$30
- 2nd similar Card (design resized) -----50% off
- Standard Folded Brochure (up to 8.5x11)-----\$180
- Legal Folded Brochure (up to 8.5x14)-----\$210
- Oversize Folded Brochure (up to 11x17)-----\$240
- Letterhead-----\$50
- Stationery (half size) -----\$40
- Business Envelope -----\$30
- Mailing Insert Flyer (up to 3.5x8.5) -----\$50
- Half-size Flyer (up to 5.5x8.5)-----\$60
- Full-size Flyer (up to 8.5x11)-----\$80
- Double-size Flyer (up to 11x17)-----\$100
- Standard Poster (up to 18x24) -----\$120
- Large Poster (up to 24x36)-----\$140
- Custom/Irregular Design -----submit job specs/request quote

PRINT Current printing options and pricing available on our website, missionaryprayercards.com

- Size**—Please select size or fill in custom size.
 2x3.5 2.5x3.5 3.5x5 4x6 5x7 3.5x8.5 5.5x8.5
 8.5x11 8.5x14 11x17 Custom _____
- Quantity**—Please select quantity. If more than one design is checked above, please be sure to write in the item(s) beside the quantity checked.
 250 _____ 2,500 _____
 500 _____ 5,000 _____
 1,000 _____ 10,000 _____
 2,000 _____ Other _____
- Paper Stock**—Please select desired paper weight.
 Brochure Weight (100# Book) Card Stock (12-16 pt.)
 Uncoated White Letter (70# opaque smooth)

FINISHING SERVICES Custom quotes available.

- High Gloss Coating**—Aqueous gloss is our standard coating. Check your preference for High Gloss coating on jobs up to 8.5x11
 Front only—\$5/1000* Both sides—\$10/1000
- Bindery Services**—\$30 setup plus \$10/1000
 Perforation (tear-off line) Fold Score (fold line)
- Shrink Wrapping**—\$20 setup plus \$.25 per bundle
 Select quantity per bundle: 25 50 100
- *High Gloss on front only is not available on some products including brochures.

CHECKLIST Before submitting your order, please check to be sure the following has been completed:

- Portrait** enclosed/sent as
 print digital on disk digital by e-mail
- Photo Release** signed by photographer/studio
- Order form front** filled out completely
- Design Options** checked and filled in on back
- Sketches** and additional info included on back or attached
- Billing** information included or check enclosed

CREATIVITY Please check a box below to give us an idea how you would like us to treat the design of your materials.

- Full creative license...do whatever you think best for my design.
- I have included my ideas, but please be creative with them.
- I would like your design to stick as close to my ideas as possible.

PORTRAITS We recommend a **digital portrait** for your prayer card. A 5x7 or 8x10 studio print is the next best option. Most photographers take digital images, and may provide the digital file if told your intended use before hand. If you choose to use your own digital camera, please use the largest image and finest quality settings. We will verify technical photo quality and make recommendations. Color corrections are standard procedure to ensure quality reproduction.

Portrait Correction—This service is for that great family photo you'd really like to use except for the one blink or silly expression. Send us **multiple photos from the same setting** and we will correct the problem by merging portions of both photos seamlessly together.
 Composite Multiple Images (CMI)-----\$25

Portrait Permissions—Copyright laws require permission from a photographer or professional studio to reproduce their work. **Select one:**
 I have or will obtain a signed photo release from my professional portrait studio/photographer which will be mailed or faxed.
 The portrait(s) or photo(s) submitted for use in my materials were taken non-professionally either with my own camera, or by someone else who is aware of my intended use.

PHOTO HANDLING

Please file or return my portrait and/or scenic prints

NEED SCENIC PHOTOS? Please visit **PICTORB.com**, our free photo site where you may search for photos or submit YOUR own worldwide photographs to share with others.

Please tell us how you heard about our service:

You may fax this form to 1-866-500-4473, or e-mail a scanned copy to info@missionaryprayercards.com. Please enclose a copy of your order when you send photos, etc....THANK YOU!

DESIGN WORKSHEET

Please check all boxes that apply and fill in the corresponding blanks. We have flags and maps, but other than that, you will need to enclose any written info, photos, artwork, and logos with your order. You may send digital images via e-mail or mail a CD.

Front
Back
Either

- Name labels for family members (*list names right*)
- Family Dates (*Birthdays/anniversary, list right*)
- Description of ministry _____

- Map(s) of _____
- Flag(s) of _____
- Additional photos for background/inset
- Mission contact info Mission logo

- Sending church contact info Church logo

- Field contact info

- Home contact info

- Scripture verse (*KJV if not specified*) Ref. only

- Color preference _____

DESIGN NOTES

Please use this area for any sketched or written instructions you may have. Include additional ideas on another sheet of paper if this space is not adequate.

SECURITY

- Please do not post my prayer card as a sample design on your website for security reasons (or personal preference).

NAME FORMAT – *The Smith Family, The Smiths, Dave & Jen Smith, etc.*

Front

Back