



CONTRACT

Key:
Products Services Data Processing

PO NUMBER:

Date: Phone: Fax:

Company Name: Client Name:

- # 1 Drop Date(s): Qty Sale Date(s): Postage:
2 Drop Date(s): Qty Sale Date(s): Postage:
3 Drop Date(s): Qty Sale Date(s): Postage:
4 Drop Date(s): Qty Sale Date(s): Postage:
5 Drop Date(s): Qty Sale Date(s): Postage:
6 Drop Date(s): Qty Sale Date(s): Postage:

Sales Person: ARTWORK PICKED UP FROM:

POSTCARDS: Yes No

Colors 4x5.75 (Laminated w/ Punchout Card) Post Cards Sizes Custom:

SNAPS: Yes No

Colors 8.5x11 (2 sided) Shells (8.5x14) 4-Color Snap Letter Backside Disclaimer

SPECIALTY MAILERS: Yes No

Colors Self Mailer Invitation Custom:

MAILERS: Yes No

Colors: 8.5x14 Front: (Check One) 1 2 3 4 6.75x13.625 Front: (Check One) 1 2 3 4
8.5x11 Front: (Check One) 1 2 3 4 Back: (Check One) 1 2 3 4

INSERT: Yes No

Add'l Inserts: Size: Colors: Front: 1 2 3 4 Back: 1 2 3 4 Custom:

SCRATCH CARDS: Yes No POST-IT NOTE: Yes No FOIL: Yes No

Scratch Cards Custom: Apply Post-It Note Foil Scratch Off

ENVELOPES: Yes No

White Non-Window White Window Full View Window A-7 Invitation Custom:
6x9 6x9 Oval Window Brown Kraft Window #7.75 Brown Kraft (tax) Window

CREDIT CARD: Yes No

Plastic Card Custom: Laminated Card Custom:

SPECIAL INSTRUCTIONS/OTHER:

DISCLAIMERS

Artwork Via: FTP Email Disc Other

Table with 4 columns: QUANTITY, ITEM DESCRIPTION, RATE, AMOUNT

VARIABLE DATA: Yes #: No Simple (Dear) Form (Entire Piece) Backside VD VAR. TRACKING: Send File To: Purl Phone Other TOTAL

LIST: Yes No LIST TYPE Other: Customer Supplied Filename: Hi-Tech Supplied Filename:

SELECT WINNER: Yes NO MATCH MAILING: Yes NO LUCKY NUMBER: Yes NO
INSURANCE CO.: Description: START SEQUENCE:

It is understood that it is the customer's responsibility to obtain all insurance for any give aways or sweepstakes and to conform to all laws of the states to which any mail is sent.

CLEARED FUNDS ARE DUE TWO (2) DAYS PRIOR TO MAIL DATE
I, an authorized signer for the above named company, do hereby authorize Hi-Tech Printing Systems, Inc. (herein referred to as Hi-Tech) to proceed with this order as outlined above. It is understood that we shall pay all costs and expenses, including reasonable attorney's fees, incurred or paid by Hi-Tech in the collection of this obligation by suit or otherwise. Changes to this order must be made in writing. Hi-Tech is not responsible for delays caused by the United States Postal Service. In order to meet the mail date deadline there is a 3:00pm EDT, 4:00pm CDT, 5:00pm MDT, & 6:00pm PDT, sign off. Daily production schedule is 8:30am to 5:30pm EDT Monday - Friday, excluding Holidays. SIGN OFF REQUIREMENTS: 1-Color (Black) proof deadline sign off is 24 HOURS (1 Day) prior to mail date, 2-Color proofs 48 HOURS (2 Days) prior to mail date, and 4-Color proofs 48 to 72 HOURS (2-3 Days) prior to mail date. For multi-piece or special handling orders please contact customer service. Final artwork approval submitted after the deadline will be rescheduled at the discretion of Hi-Tech. RUSH OR SATURDAY CHARGES MAY APPLY. Client assumes all responsibility for the contents of their mailers. HI-TECH PRINTING WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT RESULT FROM THIS WORK CONTRACT NOT BEING FILLED OUT CORRECTLY AND COMPLETELY!

Table with 4 columns: Signature, Printed Name, Title, Date