



# ENFIELD STATIONERS

704 S. Clinton Avenue • Rochester, NY 14620 • Customer Service: (800) 836-4206  
Order Online at [enfieldcards.com](http://enfieldcards.com) • 24/7 Toll-Free Fax: (888) 700-8306

**Order by Dec. 8  
for delivery by  
Dec. 22**

## 1 BILL TO:

Name \_\_\_\_\_

Company Name \_\_\_\_\_

( ) ( )  
Phone Fax

Address \_\_\_\_\_

City State Zipcode \_\_\_\_\_

Email Address \_\_\_\_\_

## 2 SHIP TO: *If billing address is different or contains a P.O. Box, please print the street address in the space below.*

Name \_\_\_\_\_

Company Name \_\_\_\_\_

( ) ( )  
Phone Fax

Address \_\_\_\_\_

City State Zipcode \_\_\_\_\_

Email Address \_\_\_\_\_

## 3 ORDER ALL PERSONALIZED ITEMS

### Card & Imprint

#### A: CALENDAR CARDS

Calendar Card Style # \_\_\_\_\_

Create Your Own Base style on card # \_\_\_\_\_

Imprint style \_\_\_\_\_

Imprint up to 6 lines  Same imprint as last year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Custom Photo(s) supplied  Logo supplied

#### B: CREATE YOUR OWN HOLIDAY CARD

Card Style # \_\_\_\_\_

Create Your Own Base style on card # \_\_\_\_\_

Use verse shown with card

Traditional verse # \_\_\_\_\_

Write your own verse \_\_\_\_\_

\_\_\_\_\_

Imprint up to 6 lines Imprint style \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Custom Photo(s) supplied  Logo supplied

### Envelopes

No Address Imprint

Extra Envelopes (.15¢ per envelope) Quantity \_\_\_\_\_

Address Imprint up to 3 lines  Same imprint as last year

\_\_\_\_\_

\_\_\_\_\_

## 4 CALCULATE ORDER TOTAL

Card quantity \_\_\_\_\_

Price per quantity \$ \_\_\_\_\_

Additional envelopes  
quantity \_\_\_\_\_

**X .15¢ per envelope \$ \_\_\_\_\_**

**Product Subtotal \$ \_\_\_\_\_**

Sales Tax (NY only, 8%) \$ \_\_\_\_\_

Shipping (See reverse) \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

### Calendar Card

| Qty  | Price     | Cost Each |
|------|-----------|-----------|
| 50   | \$105.00  | \$2.10    |
| 100  | \$200.00  | \$2.00    |
| 150  | \$262.50  | \$1.75    |
| 200  | \$320.00  | \$1.60    |
| 250  | \$375.00  | \$1.50    |
| 300  | \$435.00  | \$1.45    |
| 400  | \$560.00  | \$1.40    |
| 500  | \$650.00  | \$1.30    |
| 1000 | \$1100.00 | \$1.10    |
| 2500 | \$2500.00 | \$1.00    |
| 5000 | \$4750.00 | \$0.95    |

### Create Your Own Holiday Card

| Qty  | Price     | Cost Each |
|------|-----------|-----------|
| 50   | \$112.50  | \$2.25    |
| 100  | \$170.00  | \$1.70    |
| 150  | \$240.00  | \$1.60    |
| 200  | \$310.00  | \$1.55    |
| 250  | \$375.00  | \$1.50    |
| 300  | \$435.00  | \$1.45    |
| 400  | \$560.00  | \$1.40    |
| 500  | \$675.00  | \$1.35    |
| 1000 | \$1250.00 | \$1.25    |
| 2500 | \$2750.00 | \$1.10    |
| 5000 | \$5000.00 | \$1.00    |

## 5 METHOD OF PAYMENT

Check Enclosed \$ \_\_\_\_\_  
*Make checks payable to "Shade Tree Greetings"*

Credit Card  Visa  AMEX  MasterCard  Discover

Card Number \_\_\_\_\_

Card Security Code\* \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

\* The card security code is a three digit number printed on the back of your card, or in the case of American Express, a four digit number printed off to the side on the front of your card.

Bill Me *Orders over \$200 only!  
You will be charged Shipping & Handling. See back of this form for more information.*

Purchase Order Number \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Remember: SHIPPING IS FREE with prepaid orders!**



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## ORDERING INFORMATION

### Calendar Card Personalization

Calendar cards include up to six lines of imprinting. We recommend no more than 60 characters per line, including punctuation and spaces. If a phone number and/or email address is to be imprinted, please include it when filling out imprinting information. **Please print clearly.**

**Your company name will appear as the largest line of type.** If you would like something different, please indicate that on the order form.

Need to add a logo? See Logos sections below.

### Envelope Imprinting

Personalized envelopes are included at no charge and include up to three lines of imprinting with a maximum of 30 letters, spaces, and other characters per line.

One envelope is included with each calendar card ordered. Additional envelopes are available; please contact customer service for more information.

### Logos

Logo orders must be accompanied by quality printable art in the form of vector art, .eps, .jpg, .tiff, or .psd files. Photocopies, raised print, color submissions, or logos taken from an internet website may not be suitable for reproduction. Additional design work or touch-ups may result in additional charges. For email or electronic submissions, please contact customer service for specifications. We cannot accept artwork via fax. PMS color numbers on logo artwork will be converted to black and white or process colors.

### Methods of Payment

**SAVE!** Enclose a check or money order for the full amount, made payable to Shade Tree Greetings. UPS Ground shipping charges are free with all prepaid orders.

**VISA, MasterCard, American Express, or Discover** are accepted. UPS Ground shipping is free with all prepaid orders. Please include your daytime phone number.

**“Bill Me”** orders are accepted on amounts over \$200. You must also include your daytime phone, fax number, and an authorized signature. Terms on “Bill Me” orders are Net 30 Days from the date of invoice.

If you would like a purchase order number referenced on the invoice, please write that number in the space provided. “Bill Me” customers pay shipping charges.

“Bill Me” orders will not be accepted after November 17, 2023.

### Shipping

Orders are shipped via UPS Ground service. UPS only delivers to street addresses. Please provide a physical address where the order is to be delivered.

**Place your order by December 8, 2023 to ensure delivery by December 22!**

All orders shipped to Alaska, Hawaii, Puerto Rico, Guam, and the Virgin Islands will be shipped via the US Postal Service, as are all orders shipped to APO, FPO, or other PO boxes. Please place your order accordingly to assure timely delivery. It will take 3-4 weeks after we receive your order for your order to be delivered.

| Order Amount         | Shipping & Handling |
|----------------------|---------------------|
| Up to \$99.99        | \$7.95              |
| \$100.00 to \$300.00 | 8% of order total   |
| \$300.01 to \$500.00 | 7% of order total   |
| \$500.01 & up        | 6% of order total   |

### Express Shipping

Express Services are only available to street addresses, not APO, FPO, PO Boxes, Guam, Puerto Rico, or the Virgin Islands. We will be happy to provide overnight or second day shipping prices at your request; please contact Customer Service for pricing.