



order form

date: _____

collections

please include case formatting and punctuation below

item name

quantity

digital photo file name (applies to photo cards only)

envelopes

please include case formatting below; font style will match card

blank envelope: white color _____

printed envelope (white): black ink color ink

style: 1 line multiple lines

printed return address mailing labels quantity: _____

pipopress reserves the right to use this card in catalogs/website/promotional materials unless customer specifies otherwise.

other instructions:



order form

billing info

_____ name

_____ street address

_____ city, state, zip

_____ phone

shipping info

UPS ground UPS express

_____ name (or indicate same as billing)

_____ street address, apt. #

_____ city, state, zip

_____ phone

send proof via:

email: _____

fax: _____

method of payment: visa mc

_____ card number

_____ exp. date

_____ 3 digit security code

_____ name on card

_____ signature

_____ date

important information:

- pipo press will provide a proof for your review within 72 business hours.
- you may cancel your order if you are not pleased with your proof. there is a \$25 cancellation fee.
- you may not cancel your order once your proof is approved.
- your credit card will be charged in full once your proof is approved.
- requests for color changes may result in a custom fee.
- ct residents: 6% sales tax will be added to your order.

photo card information:

- pipo press can only accept high-resolution digital images of your photo.
- all photo cards can be converted to accomodate vertical photos.
- for optimal photo printing, pipo press recommends your photo meets the following requirements:
180 dpi; 1440 x 1080 pixels; uncropped; 4" x 6" or larger.
- please email photo to info@pipopress.com.
- please email photo on the same day you submit your order and indicate last name in the subject line.
- pipo press can not color correct or retouch your photos. they will be printed as they are submitted.