



Holiday Card Order Form



NAME: _____

COMPANY: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

PHONE: _____ FAX: _____

IF DIFFERENT FROM BILLING ADDRESS

SHIPPING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PERSONALIZATION INFORMATION

LINE 1: _____

LINE 2: _____

LINE 3: _____

MAXIMUM 3 LINES: SEE PRICING ON BACK

TYPESTYLES

- ① Adobe Caslon Pro - ABCD abcde 1234
- ② Tahoma - ABCD abcde 1234
- ③ *Good Vibrations* - *ABCD abcde 1234*
- ④ *Lauren Script* - *ABCD abcde 1234*

COLOR

BLACK

GREEN

RED

ORDER INFORMATION

ITEM#	DESCRIPTION	COLOR	QUANTITY	UNIT PRICE	TOTAL

PAYMENT METHOD

- CHECK MONEY ORDER (MAKE PAYABLE TO HISD PRINTING SERVICES)
 SCHOOL ACTIVITY CHECKS | HISD BUDGET FUNDING LINE

MERCHANDISE TOTAL

SHIPPING & HANDLING (ON BACK)

TOTAL

BUDGET LINE: _____


















































SPECIAL NOTE TO DEPARTMENTS AND SCHOOLS:
YOU MAY NOT USE GF1 OR SR1 FUNDS TO PURCHASE CARDS.

PAYMENT MUST BE RECEIVED BEFORE PICK-UP OR DELIVERY

Additional Instructions: _____

ALL ORDERS MUST BE TURNED IN BY FRIDAY, DECEMBER 4, 2015

CARD, AND PRINTING ARE IN THE UNIT PRICES BELOW.

	01 Alcott ES		02 Black MS		03 Browning ES		04 Kelso ES		05 Burbank MS		06 Carnegie VHS		07 Community Services		08 Cook ES		09 Coop ES		10 Crespo ES		11 Crockett ES		12 Davis HS
	13 DeAnda ES		14 De Zavala ES		15 DeBailey HSHP		16 Eastwood HS		17 Fleming MS		18 Golfcrest ES		19 Grady MS		20 Gregory Lincoln EC		21 Hamilton MS		22 Helms ES		23 Horn ES		24 Houston HS
	25 Johnston MS		26 Ketelsen ES		27 Lamar HS		28 Lanier MS		29 Leland YMCPA		30 Madison HS		31 Marshall MS		32 Mitchell ES		33 Neff ES		34 Park Place ES		35 Parker ES		36 Patterson ES
	37 Pershing MS		38 Pilgrim Academy		39 Pin Oak MS		40 Piney Point ES		41 Poe ES		42 Reagan HS		43 Scroggins ES		44 Sinclair ES		45 Suttton ES		46 Westbury HS		47 White ES		48 YWCPA
	49 YWCPA																						

(8.5" X 5.5") PERSONALIZATION CARD INFORMATION

WE OFFER AN ASSORTMENT OF CUSTOM OPTIONS SUCH AS LOGOS, AND SIGNATURES. SEE PRICING INFORMATION BELOW

FOR MORE INFORMATION, OR TO PLACE YOUR ORDER BY PHONE, CALL 713-556-6041.

SHIPPING AND RUSH SERVICE IS AVAILABLE FOR AN ADDITIONAL FEE. A PHYSICAL ADDRESS IS REQUIRED.

CARD QUANTITY	PRICE
24	\$28
48	\$42
72	\$58
96	\$81
120 +	CALL FOR QUOTE

CUSTOM ITEMS	PRICE
INSIDE MESSAGE and Logo if needed	\$25

TYPE STYLES AND INK COLORS

CHOOSE ONE OF 4 TYPESTYLES BELOW:

IF A TYPESTYLE IS NOT SELECTED, TYPESTYLE 1 IN UPPER-AND LOWER-CASE FORMAT WILL BE USED.

CARDS	ENVELOPES
— BLACK	BLANK
— GREEN	
— RED	

- 1 Adobe Caslon Pro - ABCD abcde 1234
- 2 Tahoma - ABCD abcde 1234
- 3 *Good Vibrations - ABCD abcde 1234*
- 4 *Lauren Script - ABCD abcde 1234*

SHIPPING AND HANDLING

- PROVIDE A PHYSICAL ADDRESS FOR DELIVERY (NO P.O. BOXES)
- **FEDEX GROUND:** ALLOW 7-10 BUSINESS DAYS
- **FREE:** PICK UP AT HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER

SALES TOTAL	STANDARD	RUSH
\$25-\$200	\$10	\$30
\$201-\$500	\$20	\$50

IF AN INK COLOR IS NOT SELECTED, **BLACK** INK WILL BE USED.