



is.group

# 2009 JAN-SAN QUARTERLY FLYER ORDER FORM



Date: \_\_\_\_\_ I.S. Account#: \_\_\_\_\_ PO#: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

(must provide email address to process order)

**4<sup>TH</sup> QUARTER  
ORDER DEADLINE  
AUGUST 6, 2009**  
Send In Completed Order Form and  
New Imprint Artwork By This Date

**1**

## ORDER INFORMATION

Total Quantity (Min 500, Multiples of 100), 39¢ ea. plus shipping

Q4'09

Order Qty: \_\_\_\_\_

Mailing Qty\*: \_\_\_\_\_

Total shipped to Dealer: \_\_\_\_\_

**Order Deadline:** 8/6/09

\*If you plan to utilize OPMA in the mailing of these flyers, you will need to supply your list formatted as a CVS or text (tab or comma-delimited) file. Email your list to [tcraig@opma.com](mailto:tcraig@opma.com). Direct Mail pieces will be delivered to the post office the week of the 20<sup>th</sup> prior to the start of each quarter, unless otherwise noted in the special handling instructions below.

**2**

## PRICE VERSION

Please select one:

Version A/W \_\_\_\_\_

Version \_\_\_\_\_

Lined Out List Price \_\_\_\_\_

Custom\*\* (extra charge) \_\_\_\_\_

**\*\*Custom-pricing file will be sent to you via email. You will have one week to do custom pricing and return to OPMA. Customize pricing on this flyer for \$460.00.**

**3**

## IMPRINT INFORMATION

### **Back Cover Imprint ONLY - 2 1/4" x 8 1/4" Rectangular Area Only**

New artwork\* to be sent to OPMA (\$45 charge) \_\_\_\_\_

Changes needed: faxed with order (\$45 charge) \_\_\_\_\_

Use artwork already on file with OPMA, AS IS \_\_\_\_\_

Imprint plate charge \$16.00 (each quarter); Imprint Run Charge: \$24.00/M (each quarter)

\*300 dpi EPS or TIFF files only; we cannot accept Microsoft Word, Microsoft Publisher, JPEGs, or GIF files.

**Proofing Policy:** An order confirmation and imprint proof will be sent each time an order is received. You must sign and fax back all pages or reply via email.

### **Special Handling Instructions:**

### Dealer Bulk Mail Permit

Yes (Please fill in below)

Number : \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_

(If direct mailed by OPMA, leave blank, mailing house's number will be used.)

**4**

## PLACE YOUR ORDER – Send Orders, Artwork, and Direct Mail Information To:

Office Products Marketing & Advertising

Attn: **Tami Craig** – [tcraig@opma.com](mailto:tcraig@opma.com)

4211 North Division, Comstock Park, MI 49321

Phone (616) 785-6061 x.54 • FAX (616) 785-6070

OPMA is not responsible for incorrect art if notification is not received in this department prior to cut-off dates. I authorize the above and agree that my company will be responsible for any changes and/or debt incurred as a result of the fulfillment of this order.

**AUTHORIZED DEALER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_