

# SCHEDULE CARD ORDER FORM

Effective 11/1/09

Returning Customer  New Customer    How did you hear about Mint Cards?  Client Referral  Web site  Postcard  Other

## CUSTOMER INFO

Customer Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 School \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone: (w/area code) \_\_\_\_\_  
 Fax: (w/area code) \_\_\_\_\_  
 E-mail\* \_\_\_\_\_

\*E-mail is necessary for Order Confirmation & Proofs.

### IMPORTANT - REQUIRED

By placing an order with Mint Cards you acknowledge you have the necessary permission, right and authority to print such order on your behalf. I have read and understood Terms & Conditions on page 2 of this Order Form.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Shipping Address  (if different from Customer - NO PO Boxes)  
 Billing Address  (if different from Customer - NO PO Boxes)  
 Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone: (w/area code) \_\_\_\_\_  
 Fax: (w/area code) \_\_\_\_\_

### SPECIFICATIONS FOR SCHEDULE CARDS

- Standard Size Card is 2.5" x 3.5"    Jumbo Size Card is 4" x 6"
- Printed on 14 pt. C2S Card Stock • Full Color UV Coated Front and Back
- IMPORTANT: See Design Guidelines if setting up your own cards.
- Pricing includes design and set-up.

## ORDERING

Standard 2.5" x 3.5"

Jumbo 4" x 6"

ORDERS	500	1,000	2,500
1	\$170.00	\$190.00	\$229.00
2-10	\$160.00	\$170.00	\$209.00
11-20	\$145.00	\$155.00	\$195.00

CARD ORDERS	QTY 1,000	QTY 2,500
1	\$239.00	\$299.00
2-10	\$229.00	\$285.00

Prices subject to change without notice.

**RUSH SERVICE** (about 1-1/2 weeks) for those clients that need a quicker turn-around than our standard 3 weeks. Does NOT include shipping time.

**Add:** \$40.00/500 \$45/1,000 \$50/2,500 each card order

## ORDER SUMMARY

QUANTITY	# ORDERS	PRICE	TOTAL
500 Cards	_____	\$ _____	\$ _____
1,000 Cards	_____	\$ _____	\$ _____
2,500 Cards	_____	\$ _____	\$ _____
<b>JUMBO</b>			
1,000 Cards	_____	\$ _____	\$ _____
2,500 Cards	_____	\$ _____	\$ _____
		<b>SUBTOTAL</b>	\$ _____
		<b>RUSH SERVICE</b>	\$ _____
Sales Tax (CA only) 8.75% or Local CA rate _____%			\$ _____
<b>SHIPPING - GROUND</b>			
		<b>QTY</b>	
Per 500 Cards \$10.75	_____	\$ _____	
Per 1,000 Cards \$12.75	_____	\$ _____	
Per 2,500 Cards \$14.75	_____	\$ _____	
Per 1,000 Jumbo Cards \$14.75	_____	\$ _____	
Per 2,500 Jumbo Cards \$30.75	_____	\$ _____	
		<b>TOTAL</b>	\$ _____
Promo details _____			

## CARD FRONT

Complete information required on cards, otherwise leave blank.

Sport (s) \_\_\_\_\_  
 Front Text \_\_\_\_\_  
 (i.e. School, Athlete name)  
 Year/Season \_\_\_\_\_  
 Full Color School Logo/Artwork  Yes (provide a .jpg, .tiff, or .bmp)  
 Design Front - Card Gallery # \_\_\_\_\_ or Template # \_\_\_\_\_  
 (See Templates and Card Gallery at www.mintcards.cc)  
 Color Choices \_\_\_\_\_  
 Photo Credit \_\_\_\_\_  
 Sponsor Logo \_\_\_\_\_  
 Sponsor Info \_\_\_\_\_

Submitting already designed cards - please e-mail to: orders@mintcards.cc  
 Already set up cards should be submitted in high resolution (300 dpi) pdf, jpg, eps (fonts outlined) or tiff format with fonts embedded. If sending psd files, please flatten before saving unless you send supporting fonts.

## CARD BACK

Design Back - Card Gallery # \_\_\_\_\_ or Template # \_\_\_\_\_  
 Schedule  Word Doc  EXCEL  
 Full Color Logo/Artwork  Yes    Ghosted Image behind schedule  Yes  
 Photo for Back  Yes    Ghosted Image behind schedule  Yes  
 Photo Credit \_\_\_\_\_  
 School Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail or Web Address \_\_\_\_\_  
 Sponsor  Yes    If yes, Sponsor Logo  Yes  
 Sponsor Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Web Address \_\_\_\_\_

### IMPORTANT:

If you are sending files electronically, be sure to fax your Order Form to us at **562.415.2689**. **We cannot process orders without an Order Form.**

### Enclose the following:

Completed Order Form(s)  Photo(s)  Logos  WORD Doc  Payment

If mailing your check(s) and **MINT CARDS**  
 Order Form(s), please send to: 10532 Los Vaqueros Circle  
 Los Alamitos, CA 90720

Check # \_\_\_\_\_ Made payable to: **MINT CARDS**

VISA  MC  AMX  Exp. Date \_\_\_\_\_ CSC \_\_\_\_\_

CC No. \_\_\_\_\_

CC Address \_\_\_\_\_

Holder Name \_\_\_\_\_

Signature \_\_\_\_\_

\*All cards must be ordered at the same time. Pricing is for a set of cards for the same exact card. Collation & Packaging available. Call 888.372.8702 for options and pricing.

Shipping costs are for domestic Ground Freight, excluding Alaska and Hawaii. For Alaska and Hawaii, shipping costs will be added to your trading card order.

Please refer to page 2 for Terms & Conditions and Set-up Q&A

# CARD SET-UP INFORMATION

## BASICS FOR TAKING PHOTOGRAPHS (digital or 35mm)

Remember, the better the photo, the better the card. **FOCUS** Make sure the subject is centered in the viewfinder or digital camera window before taking photo. Leave background around the subject to allow for any cropping. Keep subject large enough to capture details. We will crop when necessary.

### AVOID THE FOLLOWING:

- Out of focus (image is soft or not sharp) or low resolution (digital) as image will result in blocks of pixels or jagged.
- Blurry action shots. Make sure you are using high speed setting or film speed made specifically for action shots.
- Bad exposures - image is too light or too dark.
- Bad lighting - image is too light or too dark - will affect detail in middle range and shadow area.
- "Red eye" Most digital cameras have a setting to remove this. Photo prints, we will try to fix.

## WHAT KINDS OF PHOTOGRAPHS WORK THE BEST?

35 mm gloss prints work best. We cannot process slides or negatives. When having film (standard cameras) processed, specify glossy paper or finish. We do not accept digital prints from lasers or computer printouts as scanning these will result in poor color quality.

## CAN YOU TOUCH-UP PHOTOGRAPHS?

We will do our best to remove scratches or other marks. We cannot sharpen a blurry photo, so please focus.

## WHAT SIZE PHOTOGRAPH CAN I SEND?

3"x4", 3.5"x5" and 4"x6". No photos larger than 8"x10".

## WHAT IMAGE SIZE IS REQUIRED?

**For digital camera images:** At minimum a 2.4+ Mega Pixel camera works fine. Larger Mega Pixel cameras are fine also. Use the **HIGHEST** or **BEST** setting (check your camera manual if not sure). Download the image to your computer and send the file to us in JPG format (usual camera default). Your image should be approximately 1200 x 900 if JPG format at 300 dpi. A tiff or Photoshop eps file will be much larger at 300 dpi. **Do NOT crop images.** Mint Cards will size the image to fit our templates. If you want the picture cropped a certain way, make a copy and mark it, showing the crop area.

## WHAT ABOUT SCANNED IMAGES?

Please scan your images at **300 dpi** at 100% and make sure they are at least 2"x3" actual size for standard card size, and 3.5"x5.5" for the Jumbo card size. Save the scanned images in either JPG, Tiff or EPS format. If you do not have a high-speed connection, we recommend saving as a JPG as this format is smaller for sending. **If your e-mail system asks if you want to reduce size before sending, DON'T.** Send us the larger image, we will reduce if necessary. If it won't fit thru e-mail, put it on a disc and mail to Mint Cards.

## DIGITAL ARTWORK AND LOGOS

We need images that are:

- High quality Tiff, JPG, or Photoshop EPS (300 dpi or larger)
- EPS (Illustrator or vector files) fonts converted to outline
- CMYK (we will convert RGB to CMYK)

Do Not send any image or logo taken from the internet or web sites as they are usually low resolution (72 dpi). Logos of PMS inks will print in CMYK so a color change may occur.

## WHAT TYPE OF FILES DO YOU ACCEPT?

We accept high resolution (300 dpi or larger) digital images that are saved in TIFF, JPG, EPS, or high resolution PDF format. Please flatten PSD files, and outline fonts and stroke lines when sending Illustrator or vector files.

## MULTIPLE CARD ORDERS

For multiple card orders, name your files with the subject's name so we can easily match the images to the Order Form. For larger orders, burn the images onto a CD and mail to us along with your Order Forms.

## DESIGNING/SETTING UP YOUR OWN CARDS

If you are designing your own cards, please be sure that you set them to our specifications.

**Standard card size 2.75"x3.75"**

**Jumbo card 4.25"x6.25"**

This will allow a 1/8" bleed that is trimmed after printing.

We support Quark 6.5, InDesign CS2 and CS3.

Please save files as TIFF, JPG, EPS, or PDF.

ALL files saved at 300 dpi.

All files to have fonts outlined (Illustrator or other vector program) or embedded and saved CMYK.

## HOW CAN I SEND MY IMAGES AND FILES?

1. E-mail to: [orders@mintcards.cc](mailto:orders@mintcards.cc)
2. Upload on our online web site at: [www.mintcards.cc](http://www.mintcards.cc)
3. Mail with completed Order Form to Mint Cards (on Order Form)

If a file or combination of files are bigger than 7MB, Zip or Stuff them to less than that size or send in separate e-mails.

### Terms & Conditions

**Color:** All cards are placed on our printing press with other cards or "gang printed". Mint Cards will reproduce color from photos or digital images as closely and accurately as possible, but cannot exactly match color because of limitations in the printing process, as well as neighboring image ink requirements. The accuracy of each color reproduction is guaranteed to be within a minimum of 85-90% of the original image you submit. All colors contained within any RGB digital file will be converted to CMYK. This may cause some color shift or slight change. You should note that your computer monitor displays RGB colors. The colors on the commercially printed cards are CMYK and may differ slightly from what you see when viewing your color proof on your screen or on a paper printout.

**Payment:** The fees for Mint Cards products, which include the cost of production, printing and shipping, are due and payable with the submission of an order.

**Cancellations:** Once you have placed an order with Mint Cards, you have entered into a binding agreement. All order cancellations are subject to a 50% cancellation fee.

**Sales Tax Policy:** Mint Cards is required to collect sales tax only on trading cards shipped to California. If your order qualifies for sales tax exemption in accordance with CA Sales & Use Tax Requirements, you must provide Mint Cards with a valid CA Resale Certificate. Mint Cards requires the resale certificate to be provided at the time order is placed or via fax 562-415-2689.

**Production Time:** About 4 to 5 days after the receipt of your complete order, Mint Cards will e-mail you a PDF proof of your card(s). You are 100% responsible for the accuracy of your cards. Please PROOFREAD each proof carefully. Please indicate any changes to make on the card(s) on the proof. Proofs are to be faxed back with an approval and/or changes within 72 hours. Your card(s) will ship about 2 weeks later.

**Indemnification, Damages:** You agree to indemnify and hold Mint Cards and its officers, directors, employees and independent contractors harmless from any claim, demand, damages, liability, costs and expenses including but not limited to attorneys fees made by any third party due to or arising out of any claim alleging that the printed work violates any copyright, trademark, intellectual property, proprietary or privacy right of any person or entity. You hereby represent and warrant that you own or have properly licensed all the necessary rights to use the image(s) being reproduced on your card. You acknowledge and understand that copyrighted materials per U.S. Copyright law do not have to bear a copyright notice in order to be protected by such laws. You also warrant and represent that no copyright notice has been removed or altered in any matter from any images or materials used in preparing your content for reproduction by Mint Cards.

**Ownership & Limited Use:** By placing an order with Mint Cards you represent that you have all necessary permission, right and authority to place an order with Mint Cards and are authorizing Mint Cards to print such order on your behalf. Any images/graphics, text or other materials supplied to Mint Cards by the customer will remain sole property of the customer. Mint Cards reserves the right to distribute free samples, place your cards on our promotional materials and display on our Mint Cards web site your completed cards. Customers can withdraw their order from being distributed or displayed by sending a written request to Mint Cards at the following address: 10532 Los Vaqueros Circle, Los Alamitos, CA 90720, or by e-mail to the following address: [orders@mintcards.cc](mailto:orders@mintcards.cc)

For any questions please call **888.372.8702**

Or e-mail us at: [orders@mintcards.cc](mailto:orders@mintcards.cc)