CITY ORDER FORM
ORDER ONLINE: CITY.MAGNETSTREET.COM

(Office Use Only)
11/05 ORD-0225

1 CUSTOMER ADDRESS

Customer (i.e. Agency, Organization) _____
Department _____
Contact Person Name _____
Address _____
_____
_____
City/State/Zip _____
Phone _____
Fax _____
Email _____

2 DELIVERY ADDRESS

(Orders ship 3-4 weeks after proof approval)

❑ Same as CUSTOMER ADDRESS
Customer _____
Contact Person Name _____
Address (no P.O. Box) _____
_____
City/State/Zip _____
Phone _____

- For orders over 5000, call for a quote.
- Shipping is via UPS Ground. Additional charges will apply for Alaska & Hawaii.
- Customer will be required to pay for all work completed until the time of cancellation.
- Unless indicated in writing, MagnetStreet reserves the right to use any items produced for promotional purposes.
- Professional Considerations: It is your responsibility to notify us if your company or association has any local, state or corporate rules regarding the design of your magnet. We will not be responsible for knowledge of these regulations.

PERSON RESPONSIBLE FOR APPROVING PROOF:

- Proof approval indicates commitment to full payment of order.

Name _____
Phone _____
Fax _____
E-mail _____
Proof will be emailed unless a fax is requested here: ❑ Fax Proof

3 PAYMENT METHOD

Tax Exempt Agency? ❑ No ❑ Yes – Tax Exempt # _____

Invoice Needed ❑ No ❑ Yes – The invoice should be sent to:
❑ Customer Address ❑ Delivery Address
❑ Other _____
_____
Purchase Order # _____

❑ VISA ❑ MasterCard ❑ AMERICAN EXPRESS ❑ DISCOVER CARD ❑ Check made to MagnetStreet

Exp.___/____

Credit Card Signature _____

4 QUANTITY / COST

QUANTITY ORDERED _____
Product Cost _____
Photo Scan ($25 each) ❑ on file, no charge _____
"Design Your Own" Setup Fee ($25) _____
Magnet Envelopes (10¢ x $\frac{\text{_____}}{\text{multiples of 50}}$) _____
Sales Tax (FL-6%, IL-7.25% res. only) _____
Shipping and Handling (see below) _____

Product	B,Z	A, C, D, E, M, R,	G, JB	T,S,L,N,MM,CC	J
S & H	FREE	$8 per 250	$4 per 100	$3 per 100	$10 per pair

Sales Tax (SD-5%, IN-6%, MN-6.5% res. only) _____
TOTAL DUE _____

5 PRODUCT LAYOUT

❑ Layout Style from Catalog/ Website

☐ ___ ___ ___ e.g.: C 3 6 9

If QuickShip item T S L N MM CC, order is complete- go to section 7

☐ Backside Imprint Option (only if ordering product Z – PAPER Business Cards)

OR

❑ "Design Your Own"

☐ 8 8 8 e.g.: C 8 8 8

Complete section 6, then go to NEXT PAGE

$25 setup fee

6 GRAPHIC ELEMENTS

Photo	Logo	
❑	❑	Mailing Original
❑	❑	Uploading File (must be 300 dpi, saved as tif format) Go to City.MagnetStreet.com, click "Upload your Artwork"
❑	❑	On file with MagnetStreet

If you would like your photo or artwork returned, enclose a self-addressed, stamped envelope with your order.

7 SUBMIT ORDER

Mail or fax order form page(s) to:

MAGNETStreet®
4325 Pheasant Ridge Drive, Suite 602 • Blaine, MN 55449
800.788.8633 • Fax: 763.786.9393
City.MagnetStreet.com

Use this page only if you are not selecting a layout style from catalog/web site.

$25 setup fee

DESIGN YOUR OWN

1 WHAT PRODUCT DO YOU WANT? (circle one)

B **magnetic** business card — 2" x 3.5"

Z **paper** business card — 2" x 3.5"

A magnet — 3.5" x 4"

C magnet — 3.7" x 5.7"

D magnet — 4" x 7"

E magnet — 5.5" x 5.5"

M magnet — 5.5" x 8.5"

G memo board — 8.5" x 11"

R magnetic ruler — 2" x 8.5"

J car door magnet — 10" x 18"

JB car bumper magnet — 3.5" x 10.5"

2 WHAT BACKGROUND DO YOU WANT?

☐ **Background from MagnetStreet.com website*** _____ (e.g. **aia0005**)

☐ **Custom Background**

☐ **Background from a product in our catalog** _____ (e.g. **C-414**)

*Go to www.MagnetStreet.com ▸ Select BROWSE OUR ARTWORK ▸ Select BACKGROUNDS ▸ Browse the Categories

3 WHAT WILL BE IMPRINTED?

Sketch your layout below or, if you prefer, use a separate sheet of paper.
Please print clearly and include approximate placement and size of all imprint information, including boxes for photo(s) and calendar if appropriate.

PHOTO / LOGO SUBMISSION

Please call with any questions. For a complete version of our graphic specifications, go to www.MagnetStreet.com

best

ORIGINAL PHOTO
from film, scanned by MagnetStreet

WHY?
We will guarantee an industry match to the original photo sent to us.

HOW?
Mail us the actual photo (not digital or scanned) to be scanned on our high-quality drum scanner.

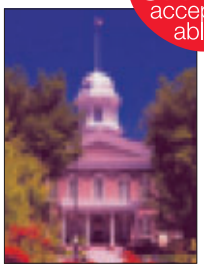
fair

PHOTO SCANNED
at 300 dpi and saved in TIFF format

WHY?
We cannot assume responsibility for the quality or color of photos or logos that are e-mailed, or sent on disk or CD.

HOW?
Upload* the photo scanned at 300 dpi, TIFF format. This is acceptable, but not guaranteed.

UN-acceptable



WEBSITE PHOTO
MOST DIGITAL PHOTOS
LOW dpi SCAN

WHY?
Because these images are not intended for printing due to their low resolution, they will result in a fuzzy, pixelated look when printed, although they may look fine on a computer screen.

HOW?
Do not send us a photo at this low level.

If you would like your photos or artwork returned, enclose a self-addressed, stamped envelope with your order.

*To Upload photos, go to City.MagnetStreet.com ▸ Click on UPLOAD YOUR ARTWORK