

# GENERAL INFORMATION

## 3 Easy Ways to Order

**Order by Fax:** Simply fill in this Order Form and fax it to us at (866) 296-4761.

**Order by Phone:** For even faster service, call (800) 523-2422 and we'll be happy to help!

**Order in Person:** We'll be happy to take your order and answer any questions you may have. Call (800) 523-2422.

## Ink Colors

Have your verse, personalization and envelopes printed in the ink color of your choice — absolutely FREE! Specify red, green, blue, black or burgundy ink on the Order Form. **If not specified, imprint will be black ink.**

## Foil Imprinting — NO EXTRA CHARGE!

To choose foil imprint (where available), indicate foil imprint on the Order Form. Foil color is indicated with each card design. **Two extra days are required for foil imprinting.** The last day for foil orders is 11/30/09.

## FREE Holiday Designs or Logos

Add a FREE Holiday Design to your cards and envelopes! Choose from the selection of festive Holiday Business Designs or Standard Logos shown below — or ask to see our full line of other FREE Business Logos available.

You can also add your own company logo to your cards and envelopes for no charge (see below).



S7085



S594



S7075



S575



S148



S7058



S7064



S578



S487



S7046

## Customize with Your Own Logo!

We'll print your company logo on your personalized cards or calendars. Send us your original black-and-white logo artwork. There may be an additional charge if your logo requires retouching to make it acceptable for printing, in which case you'll be advised of the costs and processing time before we begin. Please add up to seven days processing for custom logo orders, plus shipping time.

We reserve the right to decline any logo we feel will not reproduce (i.e., sketches, clippings, screen tints, thin line art, photocopies or raised printing).

**Sorry, we cannot guarantee that logo orders taken after 11/25/09 will reach you in time for holiday mailing.**

**Logos and Signature Imprinting are not available on cards with front cover die-cut windows.**

## Signature Imprinting

Have your signature(s) printed and eliminate signing your cards for a minimal charge of \$38.00. Write your signature(s) on white paper using a black felt tip pen so signatures do not overlap, and send in with your order. Layout and size will be adjusted as necessary.



## PEEL & SEEL® Envelopes:

Simplify sending your cards with our easy-to-use PEEL & SEEL® envelopes (available with gold or silver foil lining) — just remove the protective strip and press the self-adhesive edge. Add an extra 15¢ each.

## NEW Folding Service Saves Time!

This option is available for most single-fold cards. While Safeguard's holiday cards are typically shipped flat, if you would prefer to receive your card order pre-folded, ask for this service. It's only 5¢ more per card.

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**Note:** We cannot guarantee orders placed after 12/7/09 will be in your hands in time to deliver to customers before 12/25/09.

## Count on Our Speedy Service

(UPS Ground used for regular delivery)

**Shipping Schedule:** Orders received before 8/21/09 will be shipped by 8/28/09. Most orders received after 8/21/09 will be shipped within five working days unless specified. Please allow for shipping time.

**Needed your order yesterday? Express Delivery is available!**

At your request, we will ship any product next day delivery or second day delivery. For imprinted products, allow time to process your order. Estimated shipping and handling charges quoted; actual charges added to your invoice.

## Standard Verses

*If no verse is selected, Verse 4 will be used.*

VERSE 1

Greetings of the season  
and best wishes  
for the New Year!

VERSE 2

There is no time more fitting  
to say Thank You and to  
wish you a Happy Holiday Season  
and a New Year of health,  
happiness and prosperity.

VERSE 3

Wishing you  
a joyous Holiday Season  
and a New Year  
of peace and happiness!

VERSE 4

Warmest thoughts and  
best wishes for a  
wonderful holiday and  
a very Happy New Year!

VERSE 5

Our entire organization joins  
in sending Holiday Greetings  
with every good wish  
for the New Year!

VERSE 6

One of the true joys  
of the Holiday Season  
is to say Thank You  
and wish you the very best  
for the New Year!

VERSE 7

With warm appreciation of  
our association during the  
past year we extend our  
very best wishes for a  
happy holiday season.

Order early!

Our most popular  
cards sell out. Avoid the  
last-minute rush by  
ordering today!

VERSE 8

Wishing you the gift of faith  
the blessing of hope  
and the peace of His love  
at Christmas and always.

VERSE 9

Our sincere thanks for  
your valued business.  
We appreciate having you as our  
customer and look forward  
to serving you in the New Year.

VERSE 10

Your hard work and dedication  
throughout this past year  
are greatly appreciated.  
Best wishes for a wonderful holiday  
and a very Happy New Year.

VERSE 11

Merry Christmas  
and best wishes  
for a Happy New Year.

VERSE 13

Feliz Navidad y  
Próspero Año Nuevo.

VERSE 14

May the joy and light of the  
Hanukkah season shine brightly  
throughout the coming year.

VERSE 15

At this time of  
Thanksgiving celebration  
our thoughts turn gratefully  
to you with warm appreciation.

VERSE 16

Wishing you a  
Happy Thanksgiving  
and a wonderful  
holiday season.

*All standard verses are available in Spanish.*

*Verses shown are for vertical format cards; horizontal verse layout will be different.*

## Write Your Own Verse

Personalize your cards and postcards by replacing our standard verses with one of your own. The cost is only \$23.00 per design.

**To Order:**

1. Enter card item information on Order Form.
2. Check the box next to custom verse on Order Form.
3. Attach a separate sheet of paper with your own verse **EXACTLY** as you want it to appear on the inside of your card.

**Greeting Card:** Maximum 5 lines, 35 characters/spaces per line.