

Corporate Christmas Cards

2016 RANGE



auscard

Celebrate Christmas
with Auscard

**NEED
HELP?**

- For help with your orders just call **1800 014 888**
- **Minimum card** order is 50 cards per design
- Order early and enjoy **concession postage charges** at .65¢ per card (usually \$1 per card)
- **Concession postage dates** are valid from 1/11/2016 to 31/12/2016
- **Delivery within 7** to 10 Days from date of approval of artwork
- **Last date** for ordering is December 16th 2016

1 Fill in your order form

Auscard Code No.	Description of Blank Card	Unit Price (Each)	Blank Cards & Envelopes Qty	Cards Sub Total	Add Printing Costs	Total
AC16001	Elegant Baubles	\$1.55				
AC16002	Trio Of Trees	\$1.45				
AC16003	Silver Star & Bow	\$1.55				
AC16004	Classic Baubles	\$1.45				
AC16005	Sparkling Tree	\$1.50				
AC16006	Midnight Glitter	\$1.25				
AC16007	From All The Team	\$1.45				
AC16008	Stylish Tree	\$1.55				
AC16009	Striking Baubles	\$1.45				
AC16010	Dazzling Tree	\$1.45				
AC16011	Three Kings	\$1.45				
AC16012	Classic Christmas Tree	\$1.50				
AC16013	Delicate Baubles	\$1.45				
AC16014	Dove Of Peace	\$1.50				
AC16015	World Baubles	\$1.50				
AC16016	Festive Baubles	\$1.45				
AC16017	Christmas Gifts	\$1.45				
AC16018	Christmas Vacation	\$1.35				
AC16019	Golden Baubles	\$1.50				
AC16020	Glowing Tree And Baubles	\$1.45				
AC16021	Santa And His Team	\$1.45				
AC16022	Australian Gum Leaves	\$1.25				
AC16023	Shimmering Tree	\$1.55				
AC16024	Dove Of The World	\$1.55				

Extra print cost for company name to be printed on the front of the card. 25¢ per card.

Code No.	Description of Card	Price ea				
		25¢				
		25¢				

Extra costs for Mail Merge

Mail Merge set up cost for cards	\$125				
Mail Merge envelope print costs					

Calculate your Sub Total to be the cost of cards + overprinting charges Include \$20 for Freight, Packaging and Insurance charges within Australia New Sub Total of Cost of Cards, Printing and Delivery Artwork will not commence until we have received your order	Sub Total	
	Add Freight	\$20.00
	New Sub Total	
	Add 10% GST	
	Total Amount Payable \$	

2 Fill in your payment and delivery details

Your details

Print your Company or personal details CLEARLY below. Unless otherwise advised, your delivery will be made to this address.

Company Name _____

Contact Name _____

Address _____

State _____ Post Code

Phone _____ Fax _____

Email Address _____

Please tick your payment method

EFT Cheque Attached Visa Mastercard AMEX

Details for EFT Payment

BSB: 033 115 Account Name: Auscard Pty Ltd

Account: 127 Bank Branch: Westpac Kingston

Details for credit card payment

Card Number

Card Holder's Name: _____

Expiry Date: / CCV

Signature: _____



SEND US YOUR COMPLETED ORDER

Submit via email to cards@auscard.com.au

Fax to (03) 9532 3956

Mail to

P.O Box 269 Moorabbin Business Centre

Victoria 3189 Australia

Add corporate colours and signatures, select a verse and nominate a charity

Select your personalisation options

Fill in your required details from A-H in the following sections.

Be sure to double check all spelling and options are ticked correctly. Please ensure you have added all necessary extra printing costs to the order form and have emailed us all necessary logos and mail merge details.

A. Select a standard verse from below. Please tick selection

Best Wishes for the Christmas Season
and the Coming Year

STYLE 1 VERSE 1

Season's Greetings
and
Best Wishes
for the
Coming Year

STYLE 4 VERSE 4

Warmest greetings of the Season
and every good wish for the
Coming Year

STYLE 6 VERSE 6

Greetings of the Season and
Best Wishes for the Coming Year

STYLE 2 VERSE 2

All of us at
Your Company Name
appreciate your support
during the past year
and extend to you
Season's Greetings

STYLE 5 VERSE 5

Season's Greetings and Best Wishes
for the New Year

STYLE 7 VERSE 7

To our clients and friends
we extend our warmest
wishes for a wonderful Christmas
and Happy New Year

STYLE 3 VERSE 3

Christmas Greetings
and all
Good Wishes
for the
New Year

STYLE 8 VERSE 8

B. Add your Company Name:

C. OR Create your own verse

Select your preferred style by ticking the above box (Section A).

D. Additional Personalisation Print Costs (Front of card only)

We have 13 designs in our range which you can choose to have your Company Name printed on the front, for an additional **25¢ per card**. **IMPORTANT: You must add these costs to your order form.** Refer to catalogue pages for which cards can be personalised.

Add your company name:

Personalised

E. Add your company logo

IMPORTANT: If emailing, you must use your company name in the 'Subject Line'.

Email your company logo to: cards@auscard.com.au

ACCEPTED FILE TYPES: Digital files must be supplied as 600dpi in TIFF, JPEG or PDF format only! A charge will be made for re-arrangement of digital files or digital signatures supplied.

Please note: Two changes are allowed. Extra changes will incur a charge of \$25.00.

F. Confirm your logo details (if require)

An additional charge may apply if extra artwork is required. Please choose your preferred logo position (on the card) from the options below.

Top Centre Right Bottom Left

G. Add a charity to your Christmas Card

Tick a box below to nominate a charity. On your behalf Auscard will donate 10% of the wholesale price of your order to your nominated charity.

- Support a participating **Cancer Council** in your state Support the **Mater Hospital**
- Support a **Children's Hospital** in your state Support the **McGrath Foundation**

IMPORTANT: You must add these costs to your order form.

Printing cost Includes. Any Verse, Text, Company Name, Signatures and / or Logo

Quantity Of Cards	Grey Only	Cost per Colour	3 or More Colours
50 to 100	\$85.00	\$105.00	\$265.00
101 to 300	\$102.00	\$122.00	\$316.00
301 to 500	\$115.00	\$135.00	\$355.00
501 to 1000	\$135.00	\$155.00	\$415.00
1001 to 2000	\$173.00	\$193.00	\$529.00
2001 to 3000	\$272.00	\$292.00	\$826.00

- Please select your 1 colour verse or supply your own personal message (see Part A or Part C).
- Our standard print is in Grey, if you require 1 or more special PMS colour(s), please supply PMS number.
- If your logo is required please follow the instructions in Part E.
- **An additional charge may apply if extra artwork is required.**

**Specify 1st
PMS colour**

**Specify 2nd
PMS colour**

**Specify 3rd
PMS colour**

With so many options to choose from, personalising your corporate Christmas Cards has never been easier!



Signatures can be included at no extra cost



Select your own greeting, company logo and/or nominate a charity.



Use your own Corporate Colours. This example shows 2 colours - PMS Gold & PMS Red.

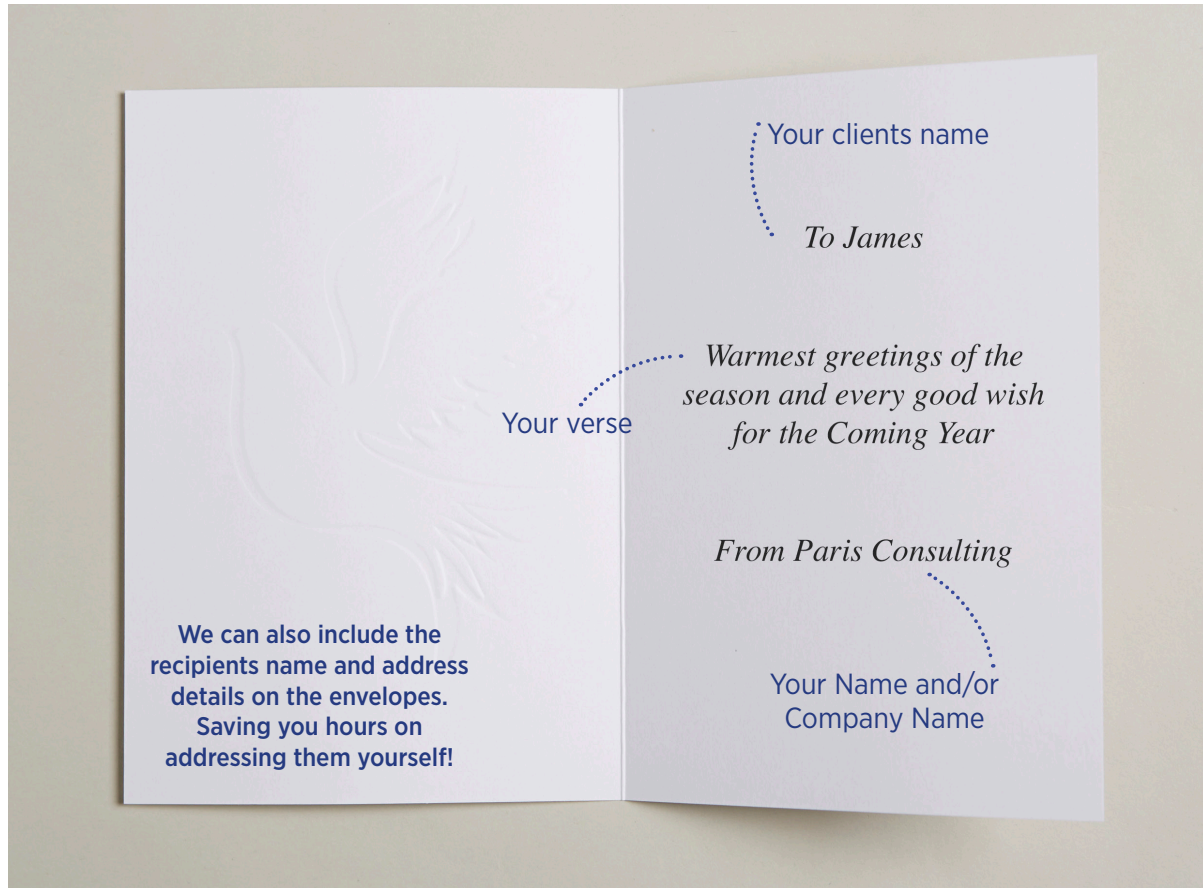


④ Add a mail merge service

This program is designed to personalise your Corporate Christmas Cards you are sending your customer. Convenient and quick, easy to do. We can print each customer's name in the card above your personalised greeting.

Add Signatures with verse to save staff time signing cards (signatures at no extra charge).

Envelopes addressed with receivers Name and Address can include CARD ONLY and return address.



H. Supply your excel spreadsheet of recipients

Please supply an excel spreadsheet in the exact format as below, including ALL COLUMNS in this order.

You can download excel spreadsheet template from www.auscard.com.au/matched

Cards will be printed in the exact order that they appear in the excel spreadsheet example.

Email your completed spreadsheet to: **cards@auscard.com.au**

	A	B	C	D	E	F	G	H	I
1	TITLE	FIRST NAME	SURNAME	COMPANY NAME	STREET NAME & NUMBER	SUBURB	STATE	POSTCODE	COUNTRY
2	Mrs	Sarah	Brown	ABC Bookkeeping	123 Park St	Dandenong	VIC	3175	Australia
3	Mr	Colin	Morgan	Windows R US	24 Regent Rd	Smithfield	NSW	2164	Australia
4	Miss	Jessica	Fry	Straightline Tyres	6 Nepean Hwy	Churchill	QLD	4305	Australia
5	Mr	Jason	White	Antique Books	56 Thompson St	Rye	VIC	3941	Australia
6									
7									

IMPORTANT: You must add these costs to your order form.

1. Normal overprinting costs apply to print inside the cards
2. Additional programming Cost for set up is \$125.00
3. Set up and print costs for Envelopes.

50 to 500	\$100.00
501 to 1000	\$150.00
1001 to 3000	\$200.00