

ORDERING INFORMATION

Easy Ordering Options

- Call us direct at 1-800-628-7767 or (507) 454-5833 to place your order.
- Mail your order with your check, money order, credit card information or proper signatures.
- Fax your order to us at 1-507-454-2409
- **Email your order to us at burros@burros.com**

Before you place your order, please have handy the following information: style number, page number, quantity and the color and size of each item.

Production Time

- Production time varies for each product and is noted below the individual product pricing.
- Orders which require custom art work may take additional time for preparation.
- **RUSH ORDERS—PLEASE CALL US FOR DELIVERY INFORMATION.**
Our production schedule often allows us to ship orders in less time than stated. Additional rush charges may apply.

Art Charges

- There is no art charge when digital vector art is furnished, see digital art requirements.
- All of the mascot designs shown on this black and white insert form can be imprinted. A base setup charge of \$12.00 will be applied to your order for these designs.
- We can reproduce your original art work. Send us a good black and white illustration. We will reduce or enlarge it to the proper size. The charge for this service is based on the detail of the design.
- If you do not have an artist available, you can send us a rough sketch and our artist will try to recreate it. A proof will be sent, upon request, if time permits. The charge for this service is based on the detail of the design.
- Black and White proofs will be billed at \$25.00 plus art charges if applicable.
- Color proofs will be billed at \$35.00 plus art charges if applicable.
- If your artwork includes a color that you would like us to match as close as possible, please reference a PMS color. Color matches carry a \$35.00 set-up charge per color.
- E-mail your art to us at artwork@burros.com

Terms

- We ship open account to any college or school if the order is signed by a faculty member, principal or school advisor.
- We ship open account, subject to approval, to new business customers.
- For your convenience we accept VISA and Mastercard.
- Net balance is due 30 days from invoice date.
- A finance charge of 1-1/2 percent per month will be applied to all past due accounts.

Shipping Information

We will ship your order via the fastest most economical method. Large orders may be shipped via truck. If your order must be sent via air to make your need date, you will be billed the actual shipping cost.

- **Refer to order form for shipping charges.**

Returns

Please telephone us before returning any merchandise. Custom imprinted or custom designed merchandise cannot be canceled once production has begun or returned unless defective. **All returns must be made within 10 days of delivery.** We will attempt to meet your delivery date without exception. However we cannot guarantee a shipping or postal schedule.

Over or Under-runs

Due to the variation in the production of customized items, a shipment of 5% over or under the quantity ordered will be considered fulfillment of an order. You will be billed only for the amount you receive.

Prices

Pricing is net, FOB factory and subject to change without notice. All catalog prices are in effect from August 1, 2008 to July 31, 2009. Orders placed after expiration date will be billed at 2009-2010 prices.

Our office hours are 8:00 a.m. - 5:00 p.m. Central Standard Time Monday through Friday.
24 Hour Fax: 1-507-454-2409. E-mail: burros@burros.com

Email your design to artwork@burros.com

Acceptable Files in either Mac or PC Formats

Art files must be created in Adobe Illustrator®10.0 or Macromedia Freehand®MX or earlier versions. All files must be saved as EPS and all text converted to curves (outlines).

Artwork with Text

Any fonts used in the production of art files should be converted to curves (outlines) prior to submission. If future typesetting will be required, the original Mac font files must be included with the artwork. PC files must have text converted to curves (outlines) since our systems are Mac-based and cannot use PC fonts.

Multiple Color Artwork

Send only original, native vector, EPS files. Mac or PC files such as: BMP, Photoshop EPS, JPEG, GIF, PICT, or TIFF are not vector images, but we may be able to work with them. Do not attempt to save these files in an acceptable format. We cannot guarantee files sent from PC platforms or any other than our preferred file formats. PC files such as DOC, EXE, PCX, PPT, P65, or XLS are not acceptable.

Only professional software packages may be used to produce artwork. Although programs like Microsoft®Word and Publisher are useful tools, they are not capable of producing art files of a quality necessary for imprinting purposes.

If you have any other questions, feel free to contact our art department and we'll walk you through it. Remember, it might be a bit of a hassle now, but once we have it on file, you'll never have to deal with it again.

These Fund-raiser

Discount Cards are a

sure-fire, easy way

for your club, team,

band or other

group to raise \$5,000,

\$10,000, \$15,000 –

even \$20,000 – per year!



FUND-RAISER DISCOUNT CARD

How It Works:

Your organization offers merchants an opportunity to place a free advertisement on your card in exchange for a merchandise discount or premium. Because your card brings repeat customers to the business, merchants are eager to sign up. Almost any merchant can offer a discount that will add value to the card for your customer. When the card is full, it's a simple matter to agree on a selling price and count the profits.

Who Benefits:

The merchant gets free advertising and repeat customers, the card holder receives a full year of discounts at many local businesses... and your organization receives the profits.

- 12 Mil Plastic. Card Size: 2-1/8" x 3-3/8".

Colors: White, Gold, Red, Black, Green, Silver, Yellow, Blue & Ivory.

Standard imprint colors: Black, Red, Reflex Blue. Other colors available at an extra cost.

Style #	1000	2500	5000	10,000
CARD 12 Mil.	.43	.27	.22	.16
2nd color, side or Signature panel	.12	.10	.07	.07

Camera ready logos are required with your order. Typesetting charge is \$10.00 per ad. Allow 3 weeks production time plus shipping.