AMORECREATIVE

HOLIDAY CARD ORDERING PROCESS

STEP 1

SELECT THE FOLLOWING DROP DOWN INFORMATION:

1. Quantity of Holiday Cards

2. Holiday Card Style

Option 1: 5x7 Flat Card, Front Only
  (Printed front only, back blank)

Option 2: 5x7 Flat Card, Front & Back
  (Printed front & back with 3 layout options)

Option 3: 5x7 Postcard, Front & Back
  (Printed front & back with space on back for photo or message, return address, and written recipient address).

3. Envelope Style

Option 1: Postcard only

Option 2: Blank Envelopes

Option 3: Return Address Only Printed
  (Your return address printed in front top left-hand corner with 4 layout options)

Option 4: Return & Recipient Address Printed
  (Your return address and your recipients addresses printed on the front with 4 layout styles).

3. Envelope Color

If getting a flat card with envelopes, select one of the 8 envelope colors.

STEP 2

PROVIDE THE FOLLOWING PERSONALIZED INFORMATION:

1. Personalized Greeting Signature
Please provide your names, family last name, or company name that you would like to be used for your personalized signature

2. Back of Card Style
For "5x7 flat card, front & back" holiday card style only, please see reference photo to choose from 3 layout options

3. Personalized Message
For any holiday cards with a space for a personalized message (postcard and back options 1 & 2), we will need you to send us the personalized message to be included.

4. Return Address
For postcard or any address printed envelope option, please provide the full return address you would like used.

5. Return Address Style
For "return address only printed envelopes," please see reference photo to choose from 4 layout options

6. Return & Recipient Address Style
For " return & recipient address printed envelopes," please see reference photo to choose from 4 layout options, and see below for proper format to submit your recipient file.

STEP 3

FURTHER INFORMATION TO BE EMAIL TO HELLO@AMORE-CREATIVE.COM
Once you have placed your order for you holiday cards, we will follow up with an email to gather any remaining information that we need to create your holiday cards.

1. Photos For any holiday cards with photos on the front and/or back, we will need you to send us the high resolution photo(s) that you would like to be included.

2. Recipient Addresses For return & recipient address printed envelopes, you will need to send us a file containing your recipients addresses in the format below. We will need 3 columns ONLY. We do a data merge system, so whatever you type in each column is exactly how it will merge into our design file. Therefore you'll have to format each column EXACTLY how you want it to read on the envelope (this includes Mr/Mrs, first/last names, "&" v. "and," punctuation, and avoid any extra spaces between/after words). Excel, Numbers or Google Sheets accepted. Only one round of revisions will be accepted, extra blank envelopes will be included.

Column 1: Full Names,
Column 2: Street Address,
Column 3: City, State Zip

ORDER PROCESS

1. Once you have submitted your order, we will follow up with an email to collect any additional info (step 3)

2. Once you have provided us with all the necessary information, we will create a digital proof of your order and send for your approval.

3. Once you have signed off on the final proof, your order will be sent to print.

4. Once you order has been printed, we will ship your order.

TURNAROUND TIME

For postcards, 5x7 flat cards with blank or return address only printed envelopes, the typical turnaround time from the time we receive all the necessary information to the time your order is ready to ship, **is 5-7 business days.**

For 5x7 flat cards with return & recipient address printed envelopes, the typical turnaround time from the time we receive all the necessary information to the time your order is ready to ship, **is 6-9 business days.**

Please note turnaround time is dependent on customer response time. Every business day a response or proof approval is delayed by the customer, the turnaround time extends by 1 business day.

Shipping is typically 1-3 business days

ORDER AND RETURN POLICIES

Once the final proof has been approved and sent to print, NO changes can be made.

Holiday Card Design Files: Customer must check all text to make sure the spelling of all names and information is correct. Once the customer approves the final design for printing, we are not responsible for any misspelled names/words or incorrect information. If a mistake is discovered after printing, the cost to reprint materials is the responsibility of the customer.

Address Printing: If selecting envelope address printing, the customers are responsible for providing the addresses in the required format and for ensuring all of their addresses are valid and spelled correctly. Once the customer sends their final address list for printing, no changes or additions can be made. We are not responsible for any misspelled names/words or incorrect information. If a mistake is discovered after printing, the cost to reprint materials is the responsibility of the client. We will provide 5 additional blank envelopes for you to utilize in this situation.

Thank you for supporting a small business!