

On the Rail Design

www.ontheraildesign.com

Order Form

Custom Ad Design – Intricate layout, which may include multiple photos and cut out image(s). \$125

Basic Ad Design – Attractive basic design, limit 2 photos. No cut out images. \$60

Select page specifications for Custom or Basic Ad Design below:

Full Page: ____ Half Page: ____ Other: _____ Color: ____ Black & White: ____

8x10 Copy of Ad Design on Photo Paper (Ready to frame!) \$10

Logo Creation \$125

Business Card Design – Using Existing Logo \$40 **Double Sided \$55**

Stallion Flyer Design – Single Sided \$125 **Double Sided \$150**

Brochure Design \$150 **Bi-Fold: _____** **Tri-Fold: _____**

Postcard Design (4x6) \$75 **(5.5x8.5) \$100**

DVD Label Design \$50

DVD Case Cover Design \$75

Letterhead Design \$50

Background Replacement \$15

Website Banner \$25 **Dimensions: _____**

Custom Photo Collage – 8x10 \$50 **Additional 8x10 Copy \$10**

Custom Photo Collage – 11x14 \$75 **Additional 11x14 Copy \$15**

Custom Photo Collage – 16x20 \$100 **Additional 16x20 Copy \$20**

Color: ____ Black & White: ____ **Portrait (Vertical): ____ Landscape (Horizontal): ____**

Limit 5 photos and up to 20 words. Photo collage on photo paper, ready for you to frame!

Limited to only one cut out image. CD not included with Custom Photo Collage orders.

Rework/Dimension Correction Fee \$15

Publications have their own required dimensions. Previously designed ads may need to be resized before it can be submitted to another publication. This can take a minimum of a half hour to rearrange the ad content within the printing and cropping specifications that the new publication requires. However, simple text changes can be made to your design at no charge, ONE TIME ONLY, for up to 12 months after your design was created. Additional CD charges apply, if you request a CD with your updated design.

There is no charge for submission of an ad to a publication or if emailed directly to you.

Design Emailed To You – No Charge **Email Address: _____**

Submission of Ad to Publication – No Charge

Publication: _____ Month: _____ Deadline: _____

Publication Contact Number: () _____ Email: _____

Address: _____

Price includes your design(s) shipped to you on a CD at no charge, IF REQUESTED below:

Design on CD – No Charge

Additional CD \$10

The additional CD charge is for when a second CD is requested with your original design or when a CD is requested after updating a previous design.

Rush Design Fee – Per Page \$25

Any ads requiring less than 14 days prior to a publication deadline will incur a \$25 per page rush fee. Rush ad materials and payment must be delivered no less than 12 days prior to publication deadline date. Rush shipping charges do apply when applicable. You will be notified of any additional shipping charges before your design is started.

Rush Shipping Charge \$ _____ Contact us for pricing.

Printing is available on all services at an additional cost. Allow 2-3 weeks from the date you approve your final proof design to receive your product. ALL SALES ARE FINAL on printed materials.

Printing Fee \$ _____ If ordering printed designs. Contact us for pricing.

Grand Total: \$ _____

Contact us for pricing on any other design needs not listed on this order form.

Name: _____

Address: _____

City/State/Zip: _____

If WI, what County? _____ Phone Number: () _____

Email: _____ Website: _____

Please allow at least 2 weeks for completion of your design. Allow 4 weeks for logos. Payment is required before design process is started. You will receive a sample proof for you to approve. Your check will not be cashed until you have approved the design. Completed design must be paid in full prior to release. Therefore, completed design may be held until check clears the bank. Returned checks for non-sufficient funds will be subject to an additional \$25.00 charge.

Photo Requirements – If submitting copyrighted photos, only original photos or digital files from photographers with a copyright release will be accepted. I will scan originals at no charge. For non-copyright photos, please mail photos or email photos to me at the original size, do not compress. Scan photos at a minimum of 300 dpi resolution and save as a JPEG. Most digital camera photos are ok. If you are unsure about your digital camera photos, email them to me and I can tell you if they will work or not.

Terms & Conditions – Please read and sign:

I, the client, certify that I am the copyright holder of the submitted photos and reserve the right to legally submit the following photos. I am aware that you will not use copyrighted photos, unless I have enclosed a copyright release letter from the copyright holder to use the photos. I am also aware that you are not responsible for any original photos while in transit through the postal service or in the possession of any other carrier.

I assume full reproduction rights upon payment for completed project. I am aware that On the Rail Design retains personal rights to use the completed project for the purpose of design competitions, future publications on design, educational purposes and the marketing of the On the Rail Design business. I am aware that On the Rail Design agrees to store the completed design for a period of 12 months beyond delivery of job. Thereupon, On the Rail Design reserves the right to discard them.

Client’s Signature: _____ **Date:** _____

Mail completed order form, design concept request form, payment and all ad materials at least 3 weeks prior to publication deadline date to:

**On the Rail Design/Wendy Raabe, N2503 Kutz Road, Fort Atkinson, WI 53538
920-988-2202 wendy@ontheraildesign.com**

Prices are subject to change without notice.

Office use only - Date order was received: _____

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