

BRAILLE BUSINESS CARD ORDERING GUIDELINES

We would be pleased to help produce your alternative text print requirements. For business cards, please keep the following in mind before sending to us:

Cards must be provided **uncut** on 8.5"x11" card stock sheets (minimum 80 pounds to maximum 100 pounds), 8 up (two across, four up layout).

Please ensure that the left side margin and top side margin is exactly 1/4" from crop mark; the other right margin or the other bottom margin may end up anywhere on the 8.5"x11" page. **CARDS MUST BE LINED UP WITHIN THE PAGE FOR DEAD CUT (FLUSH).**

Please note that there may be some wastage due to various stages of production (including setup, embossing, and card cutting). Wastage is always minimized.

Embossing will be done so that all 8 cards per sheet are embossed with the braille "bumps" on the front of the card. Not conforming to the above Guideline will result in the bottom 2 of the 8 cards on the sheet being embossed with the braille "bumps" on the reverse of the card.

We will cut cards to size and box the cards.

GTA shipping is approximately \$16 for orders less than 4 pounds; \$20 for orders 4.1 to 9 pounds; \$30 for orders 9.1 pounds to 15 pounds.

Turn around time is approximately 5 business days, after having received the uncut sheets of business cards, and completed order form.

Kindly ensure that the attached ORDER FORM is signed, filled out, completely and sent with each order. One ORDER FORM per name.

Our shipping address is:

**Accessible Printing Inc.
National Transcription Services
283 Danforth Avenue, Unit 415
Toronto, Ontario
M4K 1N2**

**FILL OUT ONE
ORDER FORM PER
NAME/ORDER.**

Braille Business Card Order Form

P.O. # _____

Simply print, complete the information and send this form with your uncut
(8 cards per sheet) printed business cards for Braille embossing. **Sign Authorization.**

Company _____
Name _____
Phone _____ Email _____

INFORMATION TO BE BRAILLED

Company name

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Cardholder name

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Phone number

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Indicate if you want braille bumps to appear on front or back of card: FRONT BACK

Ship your order with your pre-printed
business cards to:

**ACCESSIBLE PRINTING INC.
National Transcription Services
283 Danforth Avenue, Unit 415
Toronto, Ontario
M4K 1N2**

Customer Authorization

By signing below, I authorize Accessible Printing Inc. (the
"Company") to provide the subject services and promise to
pay immediately to the Company the full amount invoiced to
me by the Company. I am authorized to legally bind this.

Print Name Signature Date

We recommend you send us your order and uncut pre-printed business cards via courier. Braille embossed business cards will be returned to you within 5 business days. Our standard method of delivery is courier, unless you specify otherwise.

SHIP TO:

INVOICE TO:
SAME **OTHER**

Your Courier Name and Telephone: _____
Your Courier Account Number: _____