

# ORDER FORM



RR Order No.

To: Order Desk via fax Fax: 720-344-0147 or  
 Email to: order@realtyresourcegd.com

Phone: 720-344-0107 x1  
 website www.realtyresourcegd.com

**\* Denotes required fields**

<b>Date*</b>			<b>RR Rep (if known) Reviewed by</b>	<i>Fill out by Client Fill out by Realty Resource</i>
<b>Name *</b>			<b>New Client *</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Hit space bar or click in box</i>
<b>Company *</b>			<b>Email *</b>	
<b>Address *</b>			<b>City, State &amp; Zip*</b>	
<b>Phone # *</b>			<b>Cell Phone #</b>	
<b>Fax # *</b>			<b>Person to Contact if needed</b>	
<b>Credit Card*</b>			<b>Expiration Date*</b>	

**You may show postcard layout on page 3 if you wish!**

<b>Order Info*</b>	<b>Enter below an order description, card #, list information, where to mail, or any info etc.</b>	<b>Ship to address if different</b>	
<b>Order info continued</b>		<b>Delivery info if applicable *</b>	Pickup <input type="checkbox"/> UPS (\$7.50) <input type="checkbox"/> Courier \$12.50 <input type="checkbox"/> Not applicable <input type="checkbox"/>
<b>*Services, please select</b>	Mailing <input type="checkbox"/> Art Setup <input type="checkbox"/> Printing <input type="checkbox"/> Labels <input type="checkbox"/> List (Excel) <input type="checkbox"/> List Printed <input type="checkbox"/>	<b>Return extra cards?*</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Return chg is \$7.50 via UPS or more for large amount of extras
<b>List Count *</b>	Do we need to contact you with count before proceeding? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Printing Info Describe printed piece *</b>	5.5 x 8.5 card <input type="checkbox"/> 4.25 x 5.5 card <input type="checkbox"/> 5.5 X 11 <input type="checkbox"/> Business Cards <input type="checkbox"/> 8.5 x 11 flyer <input type="checkbox"/> 11 x 17 <input type="checkbox"/>
<b>Do you wish labels or are we to mail?*</b>	Labels Yes <input type="checkbox"/> or We Mail for you <input type="checkbox"/> If labels, Label type, Barcoded <input type="checkbox"/> Ecrlot <input type="checkbox"/> Plain <input type="checkbox"/> Excel Disk <input type="checkbox"/>	<b>Color Select color info*</b>	Front Side: Color <input type="checkbox"/> or Black ink <input type="checkbox"/> Address side: Color <input type="checkbox"/> or Black ink <input type="checkbox"/> Full Color both sides <input type="checkbox"/> 1 side blank <input type="checkbox"/>
<b>Mailing if applicable*</b>	Is mailing time sensitive? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, needs to mail by	<b>Paper&gt;(*RR std is shown in Blue)</b>	<b>Postcard stock std is 95# glossy both sides* Flyer Std is #28 or 100#Gloss(+\$.02)</b> <input type="checkbox"/>
<b>More Notes</b>		<b>Printing-other notes</b>	Qty Send approval proof Yes <input type="checkbox"/> No <input type="checkbox"/>

**\*\*\*\*\*BELOW FOR INTERNAL USE ONLY\*\*\*\*\***

**Billing description:**

**Mail BY**

Notes to Mailing dept: Return Extras FILL IN  
 Notes to Printing dept:  
 Mail & Database Use below: DATA DONE BY CKD BY CHG LST FILL IN

<b>File location Fill in</b>	<b>Fill in</b>	<b>Std Fields FULL, AU, CSZ NOTES</b>
<b>SubFolder</b>	<b>Folder</b>	<b>Salutation YES <input type="checkbox"/> Company <input type="checkbox"/></b>
<b>File Name</b>	<b>Qty</b>	<b>Done by Ck'd By CHARGE LIST YES <input type="checkbox"/> Pieces left DATE MAILED</b>
<b>LTR/FLAT FILL IN TYPE FILL IN</b>		<b>Indicia Fill In Mail How Fill in</b>
<b>*****Printing *****</b>		
<b>Qty</b>	<b>Xtra</b>	<b>Total</b>
<b>Bleed Fill in</b>	<b>Type</b>	<b>Paper size in Fill in FSize Fill In</b>
<b>Permit FILL IN</b>		<b>Variable data Fill in Paper Fill in</b>

<b>Internal billing info: Qty</b>	<b>Bill: Bill ok</b>
<b>Address &amp; postage Fill in POSTAGE</b>	<b>Delivery Fill in</b>
<b>List setup Fill in</b>	<b>Lg Card Fill in</b>
<b>Folding Fill in</b>	<b>Small Card Fill in</b>
<b>Sort Fill in</b>	<b>APPLY POSTAGE Fill in</b>
<b>8.5 x 11 Fill in Text weight</b>	
<b>Insert Fill in</b>	<b>Other Blank</b>
<b>8.5 x 11 Fill in Cover</b>	
<b>Seal Fill in</b>	<b>11x17 text Fill in</b>
<b>Pick up Fill in</b>	<b>11x17 Cover Fill in</b>
<b>Other</b>	<b>ART SETUP Fill in</b>

**Abbreviated pricing info is shown below**

<b>Post Cards</b>	<b>Full color Both Sides</b>	<b>Full Color 1 side Black other</b>	<b>Full color Both Sides</b>	<b>Full Color 1 side Black other</b>	<b>Blk Ink Both Sides</b>	<b>Blk Ink Both Sides</b>	<b>Add Mailing</b>
<b>Qty</b>	<b>5.5 x 8.5</b>	<b>5.5 x 8.5</b>	<b>4.25 x 5.5</b>	<b>4.25 x 5.5</b>	<b>5.5 x 8.5</b>	<b>4.25 x 5.5</b>	
<b>100 – 199</b>	<b>Add \$.05 to</b>	<b>200 - 999</b>	<b>pricing ,.....</b>	<b>\$24.95 min...</b>	<b>will apply</b>		
<b>200-999</b>	<b>.26</b>	<b>.21</b>	<b>.13</b>	<b>.11</b>	<b>.10</b>	<b>.05</b>	<b>.27</b>
<b>1000-1999</b>	<b>.24</b>	<b>.19</b>	<b>.12</b>	<b>.10</b>	<b>.09</b>	<b>.05</b>	<b>.25</b>
<b>2000-3999</b>	<b>.21</b>	<b>.16</b>	<b>.11</b>	<b>.08</b>	<b>.08</b>	<b>.04</b>	<b>.24</b>
<b>4000-4999</b>	<b>.20</b>	<b>.15</b>	<b>.10</b>	<b>.08</b>	<b>.07</b>	<b>.04</b>	<b>Call</b>
<b>5.5 X 11</b>							
<b>UNDER 200</b>	<b>.60*</b>	<b>.55</b>					
<b>200-999</b>	<b>.35</b>	<b>.34</b>					<b>.27</b>
<b>1000-1999</b>	<b>.32</b>	<b>.27</b>					<b>.25</b>
<b>2000-3999</b>	<b>.28</b>	<b>.23</b>					<b>.24</b>
<b>8.5x11 Flyer</b>	<b>Full Color 1 side</b>	<b>Full Color both sides</b>	<b>Full Color 1 side, blk 1</b>	<b>8.5x 14</b>	<b>Full Color 1 side</b>	<b>Full Color both sides</b>	<b>Full Color 1 side, blk 1</b>
<b>100 – 199</b>	<b>Add \$.05 to</b>	<b>200 - 999</b>	<b>pricing ,.....</b>	<b>\$24.95 min...</b>	<b>will apply</b>		
<b>200-999</b>	<b>.24</b>	<b>.44</b>	<b>.31</b>		<b>.29</b>	<b>.49</b>	<b>.36</b>
<b>1000-1999</b>	<b>.22</b>	<b>.42</b>	<b>.29</b>		<b>.27</b>	<b>.47</b>	<b>.34</b>
<b>2000-3999</b>	<b>.21</b>	<b>.39</b>	<b>.28</b>		<b>.24</b>	<b>.44</b>	<b>.31</b>
<b>Add \$0.14</b>	<b>For #78</b>	<b>Cover Add</b>	<b>.15 for 95#</b>	<b>Add \$0.02</b>	<b>For 100#</b>	<b>Coated text</b>	
<b>Add \$0.02</b>	<b>For 100#</b>	<b>Coated text</b>					
<b>11X17</b>	<b>Full color 1 side</b>	<b>Full Color Both Sides</b>	<b>Full Color 1 side, Blk other side</b>	<b>Full color 1 side</b>	<b>Full Color Both Sides</b>	<b>Full Color 1 side, Blk other side</b>	
<b>Qty</b>	<b>TEXT WGT</b>	<b>TEXT WGT</b>	<b>TEXT WGT</b>	<b>90# COVER</b>	<b>90# COVER</b>	<b>90# COVER</b>	
<b>100 – 199</b>	<b>Add \$.05 to</b>	<b>200 - 999</b>	<b>pricing ,.....</b>	<b>\$24.95 min...</b>	<b>will apply</b>		
<b>200-999</b>	<b>.44</b>	<b>.82</b>	<b>.64</b>	<b>.58</b>	<b>1.10</b>	<b>.78</b>	
<b>1000-1999</b>	<b>.42</b>	<b>.78</b>	<b>.62</b>	<b>.56</b>	<b>1.06</b>	<b>.76</b>	
<b>2000-3999</b>	<b>.40</b>	<b>.74</b>	<b>.60</b>	<b>.54</b>	<b>1.02</b>	<b>.74</b>	

\*Minimum print charge = \$24.95

**Lists**

Art Setup = \$45.00 per hour

Mini Art Setup = \$19.00 ( Adapt pre-designed template or minor art work required)

Client List Setup & Conversion = \$18.00

Mail List Setup = \$.06 for 200 – 249, .05 \$351 -999, .04 1000-1999, .02 2000-3499, .015 3500+

Farm Pack List Setup (RR is not mailing) \$24.95 1<sup>st</sup> 250 homes, \$0.05 additional names or .04 if over 1000 homes.

<b>Apt List</b>	<b>Labels</b>	<b>Excel/email</b>	<b>Mail w/ RR</b>
<b>Qty</b>			
<b>100 – 199</b>	<b>Min of \$30.</b>	<b>Min of \$30.</b>	<b>Min of \$30.</b>
<b>200-999</b>	<b>.12 per unit</b>	<b>.18</b>	<b>.09</b>
<b>1000-1999</b>	<b>.10</b>	<b>.15</b>	<b>.075</b>
<b>5000-10000</b>	<b>.08</b>	<b>.12</b>	<b>.06</b>

<b>Mailing Cost</b>	<b>Per piece</b>	<b>Includes</b>	<b>Postage</b>
<b>Qty</b>		<b>Addressing</b>	<b>delivery</b>
<b>200-999</b>	<b>.27</b>		
<b>1000-1999</b>	<b>.25</b>		
<b>2000+</b>	<b>.24</b>		

First Class Presort (500 pcs min.) add \$0.11. Out of area add \$.02, Flats may be higher.

**POST CARD LAYOUT SHEET.** You may use this sheet to approximate the layout you desire. Either fill in info in the appropriate position or print out the form, hand write your information and fax to 720-344-0147 with a cover sheet.

Area A1	Area A2	Postal Permit
Area A3	Address area	

Area F1	Area F2
Area F3	Area F4