











# Ordering Instructions




## Follow these simple, step-by-step instructions to assure the accuracy of your order


 **PRINT neatly.**


Images Move cannot be held responsible for delays, incorrect or misaddressed orders due to illegible order forms.




-  Make sure you indicate the number (Qty) of each item to the right of its code number.
-  Add up the number of items in each category (Individual Notecards, Boxed Notecard 6-Packs, Boxed Assorted Notecards).
-  Copy the category totals to the corresponding spaces at the bottom of the Order Form.
-  Calculate the dollar amounts carefully: multiply each category total times their prices and write the results in the spaces provided.
-  Add all of the amounts from the previous step. Copy Subtotal<sup>1</sup> to the top space in the second column.
-  Add \$8.95 for shipping and handling (S&H) for orders under \$75. There is no charge for shipping and handling for orders \$75 and up. Orders are shipped standard ground transportation. Orders must be shipped to a US address.
-  Add Subtotal<sup>1</sup> and S&H and record the sum in Subtotal<sup>2</sup>.
-  Retail orders with Massachusetts billing addresses need to pay sales tax. Please add 5% of Subtotal<sup>2</sup>.
-  Add Subtotal<sup>2</sup> and the 5% MA Tax for your order Total.

 **Double check your order and your math. Errors will delay processing of your order.**

-  Fill out all of the information in the About You section.
-  Tell us about Your Selected Organization. Include as much information as you can so we can make sure we can contact them.
-  If you want the entire order sent to someone as a gift, please complete the Gift Recipient section. Please check your spelling! Note that orders can only be shipped to US addresses.

 **You may pay by check, VISA or Mastercard. Make a check for the Total amount payable to Images Move. Orders ship once the check clears. There is a \$25 charge for returned checks. To pay by credit card, complete all of the information in the Credit Card Payment section. The Security Code is the 3-digit number printed on the back of the card. Don't forget to sign in the space provided!**

 **Mail the completed Order Form with your payment to Images Move, PO Box 858, Burlington, MA 01803-5858. If you are paying by credit card, you may Fax the Order Form to 781.238.0125.**

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-  Your personal information is never sold or shared with anyone outside of Images Move except as required by law.
  -  You will only be contacted if there is a problem with your order or payment, if additional information is needed about your selected organization or with order status (when it ships or if there are any delays shipping it).
  -  25% of the value of this sale will be donated to this organization excluding sales tax and shipping & handling. Please provide as much information as you can to help ensure that a donation can be made as requested. If the organization cannot be located or contacted, if it does not meet the requirements for Beneficiaries or fails to provide the required information to prove eligibility then Images Move will make the donation to an organization of its choosing.

**Let the Images Move you to make the world a better place!™**

**Thank you for your order.**

# Order Form

## Individual Notecards

Item	Qty	Item	Qty	Item	Qty	Item	Qty	Item	Qty	Item	Qty
nc-01001l		nc-0100a1		nc-0100k1		nc-0100w1		nc-01018l		nc-0101i1	
nc-01002l		nc-0100b1		nc-0100m1		nc-0100x1		nc-01019l		nc-0101j1	
nc-01003l		nc-0100c1		nc-0100n1		nc-0100y1		nc-0101a1		nc-0101k1	
nc-01004l		nc-0100d1		nc-0100p1		nc-0100z1		nc-0101b1		nc-0101m1	
nc-01005l		nc-0100e1		nc-0100q1		nc-010101		nc-0101c1		nc-0101n1	
nc-010052		nc-0100e2		nc-0100r1		nc-010121		nc-0101d1		nc-0101p1	
nc-01006l		nc-0100g1		nc-0100s1		nc-010141		nc-0101e1			
nc-010062		nc-0100h1		nc-0100t1		nc-010151		nc-0101f1			
nc-01007l		nc-0100i1		nc-0100u1		nc-010161		nc-0101g1			
nc-01008l		nc-0100j1		nc-0100v1		nc-010171		nc-0101h1		<b>a: Total (nc-)</b>	

## Boxed Notecard 6-Packs

Item	Qty	Item	Qty	Item	Qty	Item	Qty	Item	Qty	Item	Qty
nc6-01001l		nc6-0100a1		nc6-0100k1		nc6-0100w1		nc6-01018l		nc6-0101i1	
nc6-01002l		nc6-0100b1		nc6-0100m1		nc6-0100x1		nc6-01019l		nc6-0101j1	
nc6-01003l		nc6-0100c1		nc6-0100n1		nc6-0100y1		nc6-0101a1		nc6-0101k1	
nc6-01004l		nc6-0100d1		nc6-0100p1		nc6-0100z1		nc6-0101b1		nc6-0101m1	
nc6-01005l		nc6-0100e1		nc6-0100q1		nc6-010101		nc6-0101c1		nc6-0101n1	
nc6-010052		nc6-0100e2		nc6-0100r1		nc6-010121		nc6-0101d1		nc6-0101p1	
nc6-01006l		nc6-0100g1		nc6-0100s1		nc6-010141		nc6-0101e1			
nc6-010062		nc6-0100h1		nc6-0100t1		nc6-010151		nc6-0101f1			
nc6-01007l		nc6-0100i1		nc6-0100u1		nc6-010161		nc6-0101g1			
nc6-01008l		nc6-0100j1		nc6-0100v1		nc6-010171		nc6-0101h1		<b>b: Total (nc6-)</b>	

## Boxed Assorted Notecards

Item	Qty	Item	Qty	Item	Qty	Item	Qty	Item	Qty	Item	Qty
ncs6-0001		ncs6-0006		ncs6-000b		ncs6-000g		ncs6-000m		ncs8-000s	
ncs8-0002		ncs8-0007		ncs6-000c		ncs6-000h		ncs6-000n		ncs6-000t	
ncs6-0003		ncs6-0008		ncs6-000d		ncs8-000i		ncs6-000p		ncs6-000u	
ncs6-0004		ncs6-0009		ncs6-000e		ncs8-000j		ncs6-000q			
ncs6-0005		ncs6-000a		ncs6-000f		ncs6-000k		ncs8-000r		<b>c: Total (ncs6-)</b>	
										<b>d: Total (ncs8-)</b>	

Add it up:	<b>a: Total (nc-)</b>	_____	x \$ 3.95 = \$	_____	Subtotal <sup>1</sup> \$ _____ + S&H \$ _____ Subtotal <sup>2</sup> \$ _____ 5% MA Tax _____ Total \$ _____
	<b>b: Total (nc6-)</b>	_____	x \$ 19.50 = \$	_____	
	<b>c: Total (ncs6-)</b>	_____	x \$ 19.50 = \$	_____	
	<b>d: Total (ncs8-)</b>	_____	x \$ 25.95 = \$	_____	
			Subtotal <sup>1</sup> \$	_____	

Prices:	Individual 5"x7" Notecard	(items 'nc-')	\$3.95
	Boxed set of (6) 5"x7" Notecards	(items 'nc6-' and 'ncs6-')	\$19.50
	Boxed set of (8) 5"x7" Notecards	(items 'ncs8-')	\$24.95

Images Move sells premium products backed by a money-back guarantee.  
Please check the Images Move website for details.

# Order Form

## About You

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone \_\_\_\_\_

## Your Selected Organization

Organization Name \_\_\_\_\_  
Chapter/Division/Class \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone \_\_\_\_\_  
Contact First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Purpose/Mission \_\_\_\_\_

## Gift Recipient (optional)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
\_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone \_\_\_\_\_  
Message \_\_\_\_\_  
\_\_\_\_\_

## Credit Card Payment (optional)

Name on Card \_\_\_\_\_  
Billing Address \_\_\_\_\_  
\_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_  
VISA/Mastercard # \_\_\_\_\_ - - - Security Code \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Authorized Signature \_\_\_\_\_