

DEVONSHIRE PAPER COMPANY
DEVONSHIRE ON DEMAND ~ DIGITAL STYLES
DEALER GUIDELINES

- Contact Info.** Phone Number: (214)920-9041, (866) 920-9041 Fax Number: (214)920-9042
Email: Orders@devonshirepapercompany.com 1137 Conveyor, Suite 105 Dallas, Texas 75247
- Hours:** Office hours are 8:00 a.m. to 3:00 p.m. Central Time – Monday through Friday.
- Orders:** Please fax orders using a Devonshire Paper Company order form or e-mail all information along with customer's image to orders@devonshirepapercompany.com. We will not accept phone orders for digital cards.
- Images:** Images should be a minimum of 300 dpi resolution to ensure print quality
- Multiple Items:** Use a separate order form for each item.
- Copy:** Type or print text clearly and underline all letters that are to be capitalized. Layout copy exactly as you would like it printed. We will print exactly what is printed on the order form. Please note any accents or unusual spellings. Do not use abbreviations, quotations or other marks unless you want them to appear on the order. Indicate variations in point size – words or lines to be enlarged, printed bold or as footnotes.
- Proofs:** Proofs are required for digital styles and one (1) is included. Additional proofs are \$5.00 each.
- Cancellation:** Prior to printing but after proof has been sent, a \$25 cancellation fee will be charged. Once an order has been printed, the customer/dealer is responsible for the order.
- Errors:** When Devonshire Paper Company is at fault, all corrections will be processed at no extra charge to the customer and will be shipped the same or next day. Devonshire Paper Company must be notified of errors within 5 working days of receipt of order.
- Envelopes:** There will be a \$5 charge plus shipping for pre-shipped envelopes.
- Shipping:** All orders are shipped to the dealer via UPS Ground unless otherwise noted. Devonshire Paper Company is not responsible for late deliveries due to circumstances not in Devonshire Paper Company's direct control.
- Delivery:** Orders will normally be shipped within 5 working days from receipt of approval.
- Ink:** Colored ink is available at a no charge for digital orders. Envelope imprinting can only be printed in black, brown, blue or red.