

Pen at Hand PH 847-498-9174 FAX 847-498-5283
SECTION G PRICE CODES & DESCRIPTIONS
Birth Announcements and Baby Thank yous
Effective September 30th, 2008

Quantity Price Code	10	15	20	25	30	35	40	50	75	100	Add'l 25
Code C	N/A	N/A	N/A	\$52	\$56	N/A	N/A	\$68	\$74	\$86	\$21.50
Code E	N/A	\$34	N/A	\$40	\$44	N/A	N/A	\$49.50	\$58	\$75	\$18.75
Code F	\$45	\$54	\$56	\$61	\$68	\$70	\$72	\$75	\$89	\$110	\$27.50
Code G	\$34	\$38	\$44	\$49	\$58	\$60	\$62	\$68	\$77	\$96	\$24
Code J	N/A	N/A	N/A	\$76	N/A	N/A	N/A	\$94	\$112	\$138	\$34.50
Envelope Imprint Color on white envelopes Black ink on color envelope	\$20	\$23	\$27	\$32	\$34	\$35	\$36	\$38	\$42	\$45	\$11.25

Item Name	Body, Logo & Head Limits Add'l Bodies \$6 Add'l Heads or Logo Singles \$3	Retail Price List & Description SECTION G	PRICE CODE SEE TABLE ABOVE FOR PRICES
Full color Birth Announcement	6 Heads/pets *See Layout Sheets	5 1/2" x 4 1/4" white. Includes color graphics shown on card. Includes 8 lines of copy. Choice of white or a pastel color envelope. To add any "logo singles"- \$3 each.	Price Code F
Birth announcements <u>Black ink</u>	6 Heads/Pets *See Layout Sheets	5 1/2" x 4 1/4". Paper colors: white, light pink, light blue, hot pink or turquoise. Matching envelopes. Includes free house, flowers, stars, hearts & any graphics shown & 8 lines of copy. To add any "logo singles"- \$3 each	Price Code C
7" x 5 1/8" (A7 size) <u>full color</u>	6 Heads/Pets	Any full color card can be reformatted to fit this size. Request same item name as shown on layout sheets but request 7" x 5 1/8" (A7) Size.	Price Code J
Black ink Flat (Thank you) Note Card -	6 bodies/pets	5 1/2" x 4 1/4". Paper colors: white, pink, blue, hot pink or turquoise. Includes free house, flowers, stars, hearts Includes matching color blank envelopes	Price Code E
Full Color Flat (Thank you) Note cards More Found in Section F	6 bodies/pets * refer to the Layout Sheets	5 1/2" x 4 1/4 on white. Envelope Colors-white or any one pastel There are 4 types of layout sheets to choose from titled: 1. Basic Flat Cards 2. Fill-In Thank you Cards 3. Theme Cards 4. Thank you Cards	Price Code G
Address Labels See Section C	See layout sheets in section C	Available as Round Circle 1 2/3" diameter in multiples of 24 or 2 5/8" x 1" rectangular shape in multiples of 30.	
Optional Fees See 2 columns on right Also Listed on Quick Reference Guide in Section A	Extra Lines of Copy-\$3.60 each Blank envelopes if not included with item-\$4.00 per 25 of same color Envelope imprint- Includes house, cloud and sun (in full color on white envelopes when color cards are ordered). Black ink on any color envelope. Add \$6 to substitute body for house, cloud & sun. Add \$3 to add additional single logo.	Convert from a flat to a foldover format-\$12 per 25 cards Second Side or inside Printing: \$27/50, \$42/100. Includes 8 lines of copy. Add \$6 per body or \$3. per single logo. Proof-\$6 per card & envelope set Change to a proof if not due to Pen at Hand error-\$3.60 each Cancellation after proof is submitted-25% of retail + \$6 proof	