Gift Card Program
The Gift Card Program That Grows Your Business

Gift Card Order Form
Please complete a separate order form for each card you are ordering

Winery Name: _____

Shipping Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Notes: The shipping address will be used for delivery of completed gift cards. The winery contact will be used for production questions, scheduling and proof approval.

Gift Card title: _____

Back of Card
A standard layout will be used on the back of the card. It will include the magnetic stripe, barcode, human readable number and a pin number. Also included is your winery website address, phone number and text describing the gift card use policy. Please enter your website address and phone number below. Please review the provided text and indicate "Approved without Changes" or update the text and "Approved with Changes".

Website Address: _____

Customer Service Phone: _____

Back of Card Text:
"Treat this card like cash. This card may be redeemed only for goods and services at the issuing winery location(s). Except as required by law, this card is non-refundable and is not redeemable for cash. Change will not be given. Unused cards that are lost or stolen can be replaced with receipt only. Use of this card constitutes acceptance of the issuing winery written Terms and Conditions."

☐ Approved without Changes

☐ Approved with Changes

ORDERPORT

One System | **POS** | **Wine Club** | **eCommerce** | **Essential Integration**

OrderPort, LLC   12826 SE 40th Lane, Suite 200 Bellevue, WA 98006 www.orderport.net   info@orderport.net Office: 206-464-1151 | Sales: 206-399-6100

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Order Quantity
See cost table below

Please order: _____ **Units**

Quantity	Unit Cost	Extended Price	Color Specification
250 Minimum	$1.20	$300.00	Printed 4/1 Process CMYK
500	$1.00	$500.00	Printed 4/1 Process CMYK
1,000	$.90	$900.00	Printed 4/1 Process CMYK
2,500	$.75	$1,875.00	Printed 4/1 Process CMYK
5,000	$.70	$3,500.00	Printed 4/1 Process CMYK
10,000	$.65	$6,500.00	Printed 4/1 Process CMYK

- Enrollment in the Gift Card Plus Program $10.00 per month
- Gift Card Printing Setup Fee: $100.00 per card design
- Shipping FOB factory. Shipping cost will be added. Sales tax where applicable.
- Turnaround time: (4) weeks from the date of proof approval
- Rush Service: requires approval (7-10 Days — Plus 30%, 2 weeks — Plus 25% for standard 4/1 print jobs)
- Terms: The credit card on-file with OrderPort will be charged for the full amount of the order when it ships.

Name Printed	Signature	Date

Email completed order form to Traci Parker at traci@orderport.net

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Digital Art Specifications

The following instructions provide your designer what they will need to prepare your Gift Card Plus design to the required specifications for printing. Supplied files that are not to specifications may result in additional charges for file correction or loss of quality.

Face of the Card (See Attached PDF with Art Templates for Reference)

If the card face features a continuous color or an image that runs off the edge(s) of the card, you'll need to:

1. Submit your design with a 1/8" BLEED
2. Keep your important images, logo and text within the LIVE AREA
3. Avoid placing anything important within the 1/8" Margin

Gift Card template CR80

The final size of a plastic card is 3.375" wide by 2.125" high. The total submitted size, including a 1/8" BLEED all around is 3.625" wide by 2.375" high. A very helpful formula for Black using the CMYK "gang run" printing process is: 40% Cyan, 40% Magenta, 40% Yellow. Don't worry about making the corners rounded, that happens during the production of the cards.

Back of the Card

The back of the cards will be printed with (1) color (Black) — no BLEEDS. OrderPort will use a standard-ized layout for the position of the magnetic stripe, barcode and human readable card number. The magnetic stripe is positioned at the top edge of the card. The Bar-code is positioned at the bottom of the card with the human readable card number just above it. Most cards will be redeemed in the tasting room by swiping the mag-stripe through your POS swiper. The barcode enables your clerks to also scan the card if you are using OrderPort bar-coding. The human readable number will be used by customers when using the gift card for purchases in your online store. If the face of your card design does not include contact information for your winery such as website address, phone number and customer service email, we recommend that you include this information on the back of the card. OrderPort will position the contact information you provide between the magnetic stripe and the human readable card number.

Acceptable Software Applications

- Quark 7 or earlier
- Illustrator CS4 or earlier
- Photoshop CS4 or earlier
- InDesign CS4 or earlier

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Digital Art Specifications, continued

Unacceptable

- ALL other native applications (i.e.: Word, Publisher, Excel, PowerPoint, etc.)
- ANY graphics copied and pasted from an internet website

Recommended Colors

- Process CMYK Colors
- Monochrome ONLY, Black and White images only. Grayscale halftone images are difficult to overprint on thermal printers.

Colors NOT Recommended

- RGB Colors
- Index Colors
- LAB Colors
- Pantone Colors (unless spot color arrangements have been made)
- Duotone, Tritone, Quadtone Colors

Color Instructions and Comments

- ALL unacceptable colors will be converted to process CMYK and color may vary from the original file.

Acceptable Images (Minimum 300 DPI Required)

- EPS – with all fonts converted to outlines
- TIFF – flattened
- PDF – with all fonts flattened
- JPEG – not recommended

Design File Submission

In order to prevent corruption of files during email transmission, files MUST be stuffed or zipped in a SELF-EXTRACTING archive such as Stuffit or PC Zip. We also STRONGLY recommend that the stuffed file be BinHex encoded before being emailed.

Files should be emailed to rick@orderport.net and be sure to include your email address and phone number for follow-up questions and proof approval.

Note: .EXE files are unacceptable as they cannot be opened on a Mac.

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