



Wholesale Account Application

Thank you for choosing Copper Willow as your partner in paper! Please submit this form to apply for an account, receive The Kit, and qualify for wholesale pricing. All information is required.

Company _____

Owner/Designer _____

Telephone _____ Email _____

Billing address _____

Shipping address _____

UPS/DHL account to associate _____

Type of business (circle)	Sole proprietor	Partnership	Corporation	S-Corporation	LLC
FEIN or SSN (USA) _____	GST/HST number (Canada) _____				
State seller's permit number _____	City business license number _____				
To see how we will verify your permit, please visit our friends at TaxJar. blog.taxjar.com/verify-a-resale-certificate/ .					

ALL INVOICES MUST BE PAID WITHIN 15 DAYS OF RECEIPT OF PRODUCT
WE STRONGLY PREFER PAYMENT BY CHECK BUT PAYMENT BY CARD IS ALSO
ACCEPTED USING THE PAY NOW LINK THAT APPEARS ON OUR INVOICES.

In the event that your account becomes overdue, we require a credit card be kept on file.

Card number _____ Exp ____ / ____ Security code : _____

I guarantee that the information provided on this form is true and accurate to the best of my knowledge. My signature also affirms that I have read, understand, and agree to all terms and conditions described in "Designer Policies & Procedures" (attached).

Signature & printed name

Date

Please sign, scan, and email this page to leora@copperwillow.com. Upon receipt and review, we will let you know the application is approved and send a payment link for the price of the Kit plus \$20 shipping.



Wholesale Policies & Procedures

IN ORDER TO PROVIDE THE BEST SERVICE AND HIGHEST QUALITY PRINTING, WE USE THE FOLLOWING SYSTEM FOR OUR DESIGNER ACCOUNTS.

THE KIT is your complete guide to printing with Copper Willow and includes all prices, paper & ink swatches, and a library of terms. All new accounts must purchase The Kit for \$200. Price will increase to \$300 as of Sept. 1, 2017.

PRE-PRODUCTION

- If possible, submit your project cover sheet early to guarantee your space on the production schedule. Otherwise, a timeline and expected completion date will be assigned upon receipt of print-ready artwork.
- Within 1 business day, we will review your cover sheet and confirm turnaround time

FILE SUBMISSION Proper file preparation is essential to a smooth, timely process and perfect prints.

Please adhere to these guidelines:

- Each project must contain a complete cover sheet with all quantities, specifications & pricing
- Each page must include the quantity, paper selection and ink/foil colors
- Files should be submitted as vector graphics in either PDF or AI format
- You must outline all fonts and group all same-color text/art on each piece
- Each piece should appear on a letter size artboard with a solid black line for paper boundaries.
- Calligraphy and hand-drawn art should be scanned at 1200dpi and colorized to 100% CMYK black. Export as a BMP file and place in Illustrator to show position of art on each piece of paper. If you know how to vectorize, that is ideal.
- Any watercolor or background pattern should be submitted as part of the invite design layout as well as on its own as a TIFF if possible.
- For digital, if a color match is requested, please specify an uncoated Pantone color to match to. No notation will default to printing straight from file. This only applies to vector artwork.
- Finite dots and stroke lines will not format to a plate easily, please add .15 stroke for linework to hold up. Dots and punctuation should be a minimum width of a 1pt line while hairlines and serifs should be a minimum width of a .35pt line.

TURNAROUND TIME The production timeline begins when we receive final files and we approve the cover sheet and all art. Turnaround time can vary depending on our availability. All jobs will be completed between 7 to 10 full business days. Larger quantity jobs (over 1,000 total print runs) and projects including additional assembly may require additional time.

SUPPLIED STOCK We do not accept customer-supplied stock with very rare exception, such as the paper is vintage, was purchased long ago by the end client, or was purchased overseas. Please ask if you are uncertain.

SHIPPING We find that UPS is our most reliable and responsive delivery option, and trust them with all of our projects. Please select Ground, 3Day, 2Day or Overnight. DHL accounts are required for artists based in Canada.

SAMPLES In preparation for a new order, you may request that we pull up to four sample snippets, which we send by USPS Priority Mail. At the end of a job, you will also receive two full complimentary suites of your project.

BILLING & PAYMENT TERMS All invoices must be paid within 15 days of receipt of product. We strongly prefer payment by check but you may also use the PAY NOW link that appears on our invoices to pay by card. Wholesale pricing is only applicable to projects that are 100% print ready. If any artwork requires tweaking or extensive help, the discount may be lost or we will have to charge design time of \$50/hr. This must be requested and will not be charged without artist's consent.