



Magicubes is a division of Promotional Technologies Int'l Corp.



**Magicubes.com™**  
16030 Ventura Blvd. #450  
Encino, CA 91436  
Ph- 800-784-7654  
Fx- 310-220-6855

## Order Instructions

- 1- Please read all instructions below before completing the order form.
- 2- Fill out the electronic form below and click on the “submit” button at the end of the form to automatically email the form to us.
- 3- Upon receiving this form, within 24 hrs you will receive an invoice via email. This invoice needs to be signed and faxed back for us to accept your order. 50% deposit is due with order, and remaining balance will be due prior to final delivery. You have 3 options to submit payment:  
If paying by check, make it payable to PTI Corp. Send checks to 16030 Ventura Blvd. #450 Encino, CA 91436. Magicubes.com is a division of Promotional Technologies International Corp.  
If paying by credit card, note that a cash discount reversal fee of 3% will be added to the total invoice amount due.  
If paying by wire transfer, or if you are outside the U.S. please contact us for bank account information.
- 4- To submit artwork, go to <http://www.magicubes.com/production.asp> Fill in your email address, job name and PTI job # (found on your Magicubes Invoice). Enter the password: magic+wand. Upload and send your files.
- 5- As soon as we receive the signed invoice, artwork and 50% deposit, your order will be processed.
- 6- Upon receiving art, within 1-2 days, you will receive, via email, a digital proof for you to approve before we make film and pre-production proofs for your order.
- 7- A pre-production physical proof will be sent to you via mail within 14 days and must be approved by faxing us an approval form within 2 days of receipt. If any changes in artwork are required, a new setup and film charge may be added to the invoice. Once proof is approved, your job will go into full production.
- 8- A “Shipping Instructions” form will be sent to you in a few days. Within 5 days of receiving it, please email it to us. Please note that all orders and prices are FOB Los Angeles, CA 90302, unless stated otherwise in your invoice. Therefore domestic distribution from Los Angeles to your final destination is not included. If your order is 15 cartons or more, we can coordinate domestic freight services for you. Otherwise, you will be required to inform us your UPS/FedEx/DHL account number.
- 9- In order to avoid delivery delays, please check your invoice for final payment due date, and plan to submit payment accordingly. Please note that full payment must be received prior to shipment ready date.
- 10- Please check date of when your order will be ready and the location where it will be ready at. This date is stated on the Magicubes Invoice. If payment is past due, storage charges may be applied to your invoice.
- 11- As soon as final payment is received and within 1-2 days of shipment ready date, you will receive tracking number via email. At that point, please contact the designated carrier for status of your shipment.

Non compliance with any of the above requirements may cause delays on delivery of your order.

I agree to the PTI Corp. Magicubes.com Order Terms and Conditions.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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## Order Form

PO Number \_\_\_\_\_

Order Date \_\_\_\_\_

### Billing Address

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

### Shipping Address

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

### Method of Payment

Check

Credit Card

Bank Wire

Deposit expected to be received on \_\_\_\_/\_\_\_\_/\_\_\_\_

### Type of Business (please select if applicable)

ASI Distributor - ASI# \_\_\_\_\_

Agency - Reseller # \_\_\_\_\_

### Product Description

Item Name \_\_\_\_\_ MC # \_\_\_\_\_

Quantity \_\_\_\_\_

Artwork/ Logo Name \_\_\_\_\_

Gift Box \_\_\_\_\_

Item Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Color/Imprint \_\_\_\_\_

### Send physical proof to:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City, St, Zip \_\_\_\_\_

### Purchasing Contact or Job Manager

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Graphic Designer or Artwork Manager

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Desired Delivery Date \_\_\_\_\_

Event/Show Date \_\_\_\_\_