



# MagiCubes® Order Form

## Order Instructions

- 1- Please read all below instructions before completing the order form. Delivery of your order, on time depends on following our workflow.
- 2- Fill out the form below and print, sign and return to PTI via PDF. Please email to your account manager.
- 3- Within 1 business day of receiving this completed form, you will receive an invoice via email. The invoice needs to be signed and returned via email. Your 50% deposit is due with order, and remaining balance will be due prior to final shipping of your custom product. Magicubes.com® is a division of PTI Media LLC. You have 3 options to submit payment:

If paying by check (includes the quoted 3.5% cash discount), please make check payable to:

**MagiCubes®**  
**Accounts Receivable**  
**321 High School Road NE; STE 584**  
**Bainbridge Island, WA 98110**

If paying by credit card, note that a cash discount reversal fee of 3.5% will be added to the total invoice amount due. Credit Cards are not eligible for a cash discount.

If paying by wire transfer, or if you are outside the U.S.A. please contact your account manager for Wire Transfer Details.

4- **IMPORTANT** To submit artwork, please upload at <http://www.magicubes.com/upload> **Fill in your email address, job name and PTI job # (found on your MagiCubes Invoice).** The **PASSWORD** is "MAGIC". Please upload the official layered template with your art on the correct layer. If not followed, a delay in production will delay delivery.

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(s) for you to approve before we start production. When the proofs are approved, we can start the production clock. The first 3D video proof is free. Additional Video proofs may incur an \$85 charge. All PDF proofs are free. All orders will not print unless the PDF proofs are approved after any changes.

7- If ordered, an optional pre-production physical proof will be available within 12-16 days and must be approved within 1-2 days of receipt. If any changes in artwork are required, a new setup may be added to the invoice. Once proof is approved, your job will go into production. Please provide your shipper billing account for proof transportation charge. Physical Proofs will add 10-15 days to your delivery quote.

8- Prior to Final Delivery, we will request that you reconfirm your SHIP TO address. Unless stated otherwise on your invoice, all orders are FOB West Coast USA,. Therefore, domestic delivery from West Coast USA to your final destination is *not* included.

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 all International shipments. **All custom orders require full payment prior to shipment and delivery.**

10- Please check the date for when your order will be ready. This date is stated on the MagiCubes Invoice. See Shipment Ready Date. If payment is late or past due, your order will be delayed plus storage charges may be applied to your final invoice.

**Non-compliance or delay with any of the above requirements may cause delays on production and possibly a delivery delay of your order.**

I agree to the PTI Media LLC / Magicubes.com Order Process and Terms and Conditions. I understand if the process is not followed, then my order is subject to delays.

Print Name: \_\_\_\_\_ Company / Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# MagiCubes® Order Form

Your PO Number: \_\_\_\_\_ Order Date: \_\_\_\_\_ PTI Job # \_\_\_\_\_

**Billing Address**

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Country: \_\_\_\_\_

Phone \_\_\_\_\_

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

Title \_\_\_\_\_

Email \_\_\_\_\_

**Shipping Address**

Company \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Country: \_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

**Method of Payment** (Please select one): **Business Check**  **Credit Card**  **Bank Wire**  **EFT/ACH**

- **Your order will not start until your deposit has been received.**
- Web prices, and all quotations include a 3.5% cash discount for payments made by EFT, Checks and Bank Wire.
- Credit Cards are not eligible for cash discount. A 3.5% Cash Discount reversal fee will be added to the invoice.
- For Credit Card payments, please see the "Click To Pay" link with your emailed invoice.
- For Checks, please mail to the above address

**Reseller Account #** ASI / PPAI # \_\_\_\_\_ **Ad Agency - Reseller #** \_\_\_\_\_

**Order Details: Please complete all fields.**

**Style MC #** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Art/ Logo Name** \_\_\_\_\_

Custom Request: \_\_\_\_\_

**Gift Box: Choose One - Free Standard 4 Color**  **Free Plain White**  **Optional Custom 4C Gift Box**

**Delivery: Choose One – Ocean Freight** is delivered to West Coast USA, **Air Freight** is Door to Door; Delivered.

**Ocean Freight** – Production time + 4-5 weeks  **Air Freight** - Production time, + 3-5 days

(see quote or price list for International Freight costs)

Digital Proofs Only (free)  or Digital Proofs Plus Optional Physical Proof -\$350 plus allow 2 extra weeks)

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

**Event/Deadline Date** \_\_\_\_\_ /**City** \_\_\_\_\_

**Purchasing Contact**

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Graphic Designer or Artwork Manager**

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Authorized Buyer Name :** \_\_\_\_\_ **Title** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Must be an officer or VP level or above. **Please return this completed form to your Account Representative via Email**