



# 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 account to associate \_\_\_\_\_

Type of business (circle)	Sole proprietor	Partnership	Corporation	S-Corporation	LLC
FEIN or SSN	_____				
State seller's permit number	_____	City business license number	_____		

ALL INVOICES MUST BE PAID WITHIN 10 DAYS OF RECEIPT OF PRODUCT BY USING THE "PAY NOW" LINK EMBEDDED IN OUR INVOICE.

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 and return by fax to 310-836-6054 -OR- scan and email to leora@copperwillow.com. Upon receipt and review, we will let you know the application is approved and send a quick pay Ink for \$200 plus \$15 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,.

### PRE-PRODUCTION

- Submit your project cover sheet early to guarantee your space on the production schedule
- Within 24 hours, we will review your cover sheet and confirm prices and 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 an letter size artboard with a paper boundary
- Calligraphy and hand-drawn art should be scanned at 300dpi and colorized to 100% black artwork. Export as a BMP file and place in Illustrator to show position of art on each piece of paper. Submit both the PDF/AI and BMP files.
- Digital print files must be submitted with PMS colors for print match
- Finite dots and stroke lines will not format to a plate easily, please add .15 stroke for linework to hold up.

TURNAROUND TIME The production timeline begins when we receive and approve the cover sheet and all art.

- Digital prints with total quantity of 1000 pieces or less - 5 business days
- Letterpress prints with total quantity of 500 pieces or less - 8 business days
- Foil prints with total quantity of 500 pieces or less - 8 business days
- Larger quantity jobs may require additional time
- Projects including assembly (except envelope liners) will add 1-2 days after printing

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.

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.

BILLING & PAYMENT TERMS All invoices must be paid within 10 days of receipt of product. Payment is accepted only through the PAY NOW link that appears on our invoices.