

SELL CARD REQUESTS

Process and Information Sheet

COMPANY NAME: _____
CITY, STATE: _____ CONTACT: _____
PHONE: _____

SELL CARD REQUEST SPECIFICS:

- ✓ \$95 start-up cost covers customization and 500 total prints.
- ✓ If all four sheets are ordered, 125 of each sheet will be printed for a total of 500. If 2 sheets, 250 of each sheet for a total of 500; 1 sheet, 500, etc.
- ✓ Additional prints may be ordered 500 at a time, at no additional cost.
- ✓ If re-order with edits or customization is needed, a \$95 fee will apply.

SELL CARD REQUEST STEPS:

- STEP 1:** Download the fillable PDF files here:
<https://buy.dmp.com/dmp/products/documents/LT-2116-2119.pdf>
- STEP 2:** Use the editable PDF in Adobe Acrobat to customize your information in the allotted fields, or print, handwrite your customized information in the allotted fields and scan into your computer.
- STEP 3:** E-mail your customized information to JHooge@DMP.com.
- STEP 4:** Our design team will customize your Sell Cards and send you a proof for review within a week.
- STEP 5:** Review your proof:
1. Do you have changes? E-mail changes to JHooge@DMP.com.
Steps 3-4 will repeat until you approve your order.
 2. Do you approve? E-mail your approval to JHooge@DMP.com.
- STEP 6:** You will be notified via e-mail when your Sell Cards will be available to order through Customer Service; at this time the \$95 start-up fee will apply.