



Keep in Touch E-Card Order Form

We will contact you upon receipt of this completed form and your logo. If you have questions about custom content, linking product images to your web site, your e-mail contact list or the do-it-yourself distribution process, please **call Cathy Cain-Blank at 866-467-9991 or e-mail cathyc@ccmarketing-communications.com**.

PRICING

The fees for Keep in Touch E-Cards are below. For details on what's included, please refer to the [Keep in Touch E-Card Pricing Page](#) on our web site.

One-Time Set Up Fee

Full Service - \$100
 Do-It-Yourself Distribution - \$75

E-Card Fee

Full Service - \$149 each
 * Order 2 or more at the same time - \$139 each
 Do-It-Yourself Distribution - \$109 each

NOTE: If we are handling distribution of your e-mails, these fees **do not** include your Constant Contact Monthly E-Mail Account fee. Constant Contact fees are based on the total number of e-mail addresses in your account. Fees start at \$15/month for up to 500 e-mail addresses. For additional Constant Contact pricing please ask us or refer to the [Keep in Touch E-Card Pricing Page](#) on our web site.

STEP 1: SELECT YOUR E-CARDS

- Thank You (A)
- Thank You (B)
- We're Moving
- Valentine's Day
- Vacation
- Year-End/Holiday Card

STEP 2: PROVIDE THE COMPANY/CONTACT INFORMATION TO FEATURE IN YOUR E-CARDS

Name _____

Company Name _____

E-mail Address _____

Web site Address _____

Telephone Number (local and/or toll-free) _____

Logo (e-mail your logo to eflyers@ccmarketing-communications.com)

STEP 3: PROVIDE DISTRIBUTION PLANS

Full Service

We will set up a Constant Contact E-Mail Account to distribute your E-Cards. We will e-mail you a sample Excel file to follow as a guide for setting up your list of e-mail contacts.

Requested date to release first E-Card _____

Requested time to release first E-Card _____

Please send our E-Cards using the following contact information:

“From” E-mail Address (e.g., bob@smithpromotions.com) _____

“Reply” E-mail Address (e.g., bob@smithpromotions.com) _____

Do-It-Yourself Distribution

Please indicate how you plan to distribute your E-Cards:

Using our own server/software – please send us the HTML files

Using our existing Constant Contact account – please send the HTML files along with step-by-step instructions on how to set up a Custom Campaign

Please send the completed files to us by (date) _____

STEP 4: PROVIDE CREDIT CARD INFORMATION

MasterCard Visa American Express Discover

Card Number _____ Expiration Date _____

3 or 4 digit verification code _____

Cardholder Name _____

Cardholder Signature _____

Cardholder Address (street, city, state, zip) _____

You will always receive an invoice for each E-Card we produce. We will e-mail invoices to you unless you request otherwise. We will process your credit card upon approval of the E-Cards, prior to release.

STEP 5: PROVIDE CONTACT INFORMATION FOR QUESTIONS ABOUT THIS ORDER

Name _____

Company _____

E-mail Address _____

Telephone _____

Ready to Get Started?
Fax this order form to CC Marketing: 847-282-1593
Please e-mail your logo and list of e-mail addresses to efyers@cmarketing-communications.com

Questions: Want additional customization? Other types of e-communications?

**Contact Cathy Cain-Blank at CC Marketing and Communications
866-467-9991 • e-mail: cathyc@cmarketing-communications.com**

NOTE: The cost of the E-cards is based upon the standard customization shown in the E-Card Sample Page on our web site. Additional customization is available; let us know your needs and we'll provide you with a quote for the additional expense.