



Order online: www.McPrintDirect.com
 or complete form for each agent
 and fax to: (714) 632-6980, or
 email to: notepads@mcprintdirect.com

SPECIAL GROUP ORDER FORM

Phone: 1-800-999-Pads (7237) Fax: 714-632-6980 Email: notepads@mcprintdirect.com • www.McPrintDirect.com

Company Name: _____ Contact Person for this group: _____ This Group's Cut-off Date for submitting orders: _____ Shipping Address for the group's orders: _____ _____	Number of Agents in this Group Order _____
--	---

Layout: N/A Lines Lines w/numbers Check Boxes Previous Design Template: _____

Photo: On file Emailed to: notepads@mcprintdirect.com Uploaded Online No Photo

Quantity of Pads: _____ (increments of 1,000)

Do You Want Your Order Placed Online?: _____
Online orders will allow you to approve proofs and make payment online easily. Order status will also automatically be e-mailed to you.

Name on Online Account: _____

Information Printed on the Note Pads:

Name: _____ DRE #: _____

Cell: _____ Office: _____ Fax: _____

Website: _____ Email: _____

Address: _____

Additional Info/Logos/Symbols: _____

Credit Card Information

Card type: Visa Mastercard Discover American Express

Name on Card: _____

Card No.: _____ Expiration Date: _____

3 or 4 Digit Security Code: _____ Billing Address for Card: _____

City, State, Zip: _____ Authorizing Signature: _____

Conditions for Group Orders

- NotePads are 5.25 x 8.5 in size with 25 sheets per pad printed on 50# white offset paper.
- Pricing includes Set Up and Design. Does not include Shipping Fees or applicable Sales Tax for California Residents.
- Each agent needs to complete the above order form and fax or email back to us with their photo by the cut-off date.
- The requirement for group orders is a minimum total of 4,000 notepads, in increments of 1,000.
- After the cut-off date we will stop accepting orders from agents to be added to the group order. We will begin processing the order the day after your group's cut-off date.
- The group orders will be processed together and three (3) business days after the last agents order has been processed, we will email proofs to each agent.
- Printing and shipping of all the orders is typically 10 to 12 business days after the last agent in the group approves & pays for his/her proof.
- All group orders will be printed and shipped together to the same address.
- Orders can be placed on will call from our plant at 309 E. Commercial St., Pomona, CA 91767

Please call us in advance to confirm your order is complete.