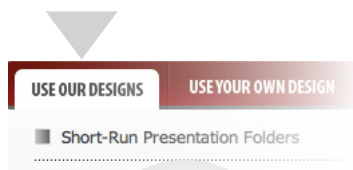


QUICK START GUIDE

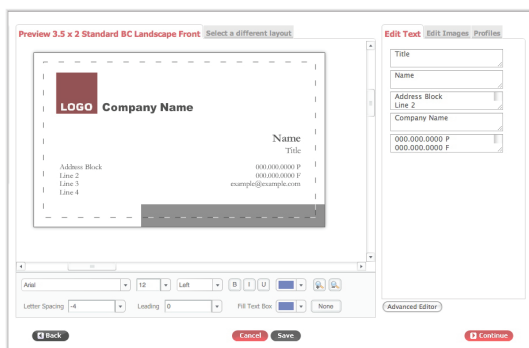
Choose an existing template



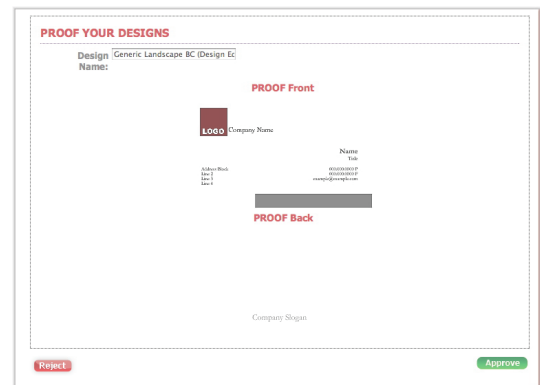
Upload your own print-ready PDF*



Customize the template in the Design Editor



Review and approve your proof



*IDP cannot be responsible for images not prepared properly for print. If you have questions, email our support team and do not approve your design.

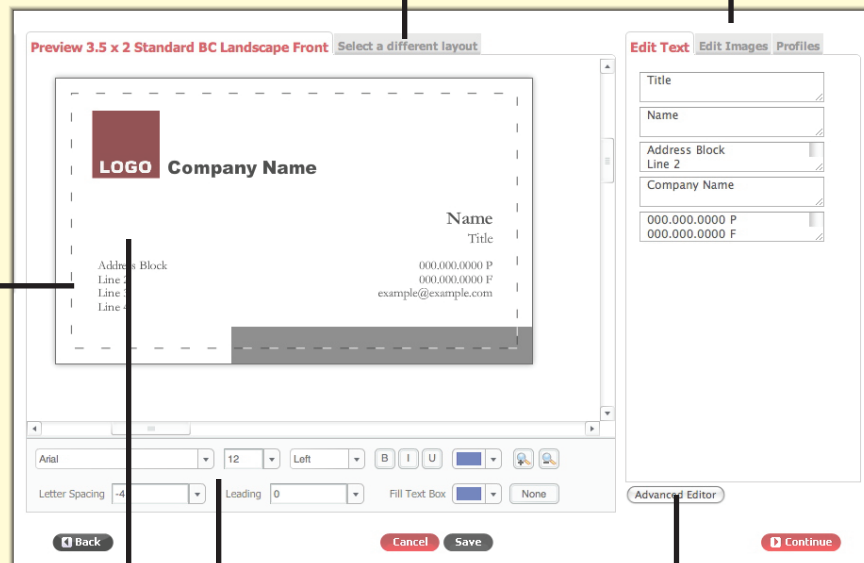
QUICK START GUIDE

DESIGN EDITOR OVERVIEW

The **Design Editor** can be accessed when opening a template from the **USE OUR DESIGNS** tab. We recommend using a broadband connection and the latest version of Internet Explorer, or Mozilla Firefox.

Alternate Layout Tab. Some templates have different base templates available. Click here to see if more than one style for a template is available.

Edit Bar. Click on the corresponding tab to edit individual images or text boxes. Your content will automatically update in the Canvas Area.



Crop area. Images or text that fall outside of this line will be trimmed off.

Images uploaded into the **Design Editor** should be 300 dpi. Graphics saved off the web are generally screen resolution (72 dpi) and will not print well. Please read our terms and conditions before approving your proofs*

Type controls.

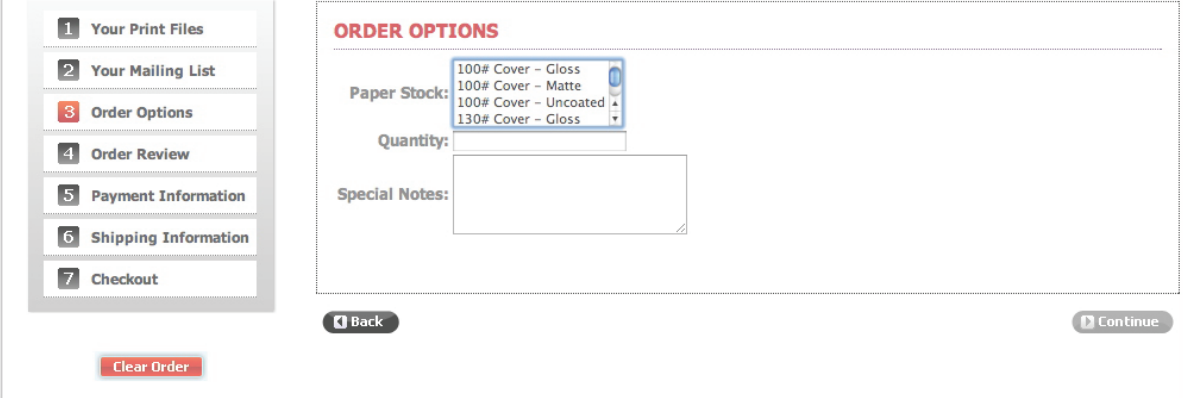
Canvas area. Objects here may be editable depending on the template. To edit an element, click on it and the corresponding box in the **Edit Bar** or the right will be highlighted.

Opens the **Advanced Editor** where you can freely modify the placement of graphic and text objects (not available for all templates).

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QUICK START GUIDE

Choose a stock and quantity



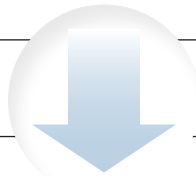
1 Your Print Files
2 Your Mailing List
3 Order Options
4 Order Review
5 Payment Information
6 Shipping Information
7 Checkout

ORDER OPTIONS

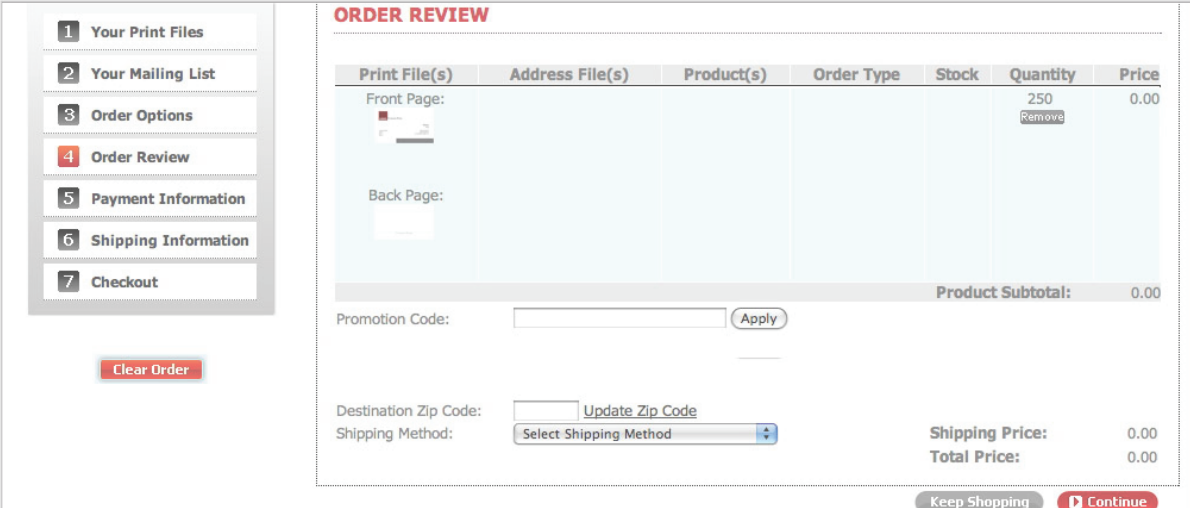
Paper Stock:

Quantity:

Special Notes:



Review your order



1 Your Print Files
2 Your Mailing List
3 Order Options
4 Order Review
5 Payment Information
6 Shipping Information
7 Checkout

ORDER REVIEW

Print File(s)	Address File(s)	Product(s)	Order Type	Stock	Quantity	Price
Front Page:					250	0.00
Back Page:						
Product Subtotal:						0.00

Promotion Code:

Destination Zip Code:

Shipping Method:

Shipping Price: 0.00
Total Price: 0.00

**Enter shipping and payment information
and you are done!**



TERMS AND CONDITIONS

Basic Terms and Conditions. Usage of the IDP Print Studio™, a web service provided by Intelligent Data Printing, Inc., an Oregon corporation, constitutes absolute agreement to all terms and conditions outlined herein. IDP is not responsible for loss or damage of any materials provided by the Customer. Customer shall retain copies of all materials it submits to IDP.

The Customer is solely responsible for the content of the materials they submit for reproduction. The Customer certifies ownership and rights to reproduce all materials submitted to IDP. All copyrighted materials must be released in writing and all permissions granted before they are submitted to IDP for reproduction.

IDP is not liable for the content of the materials submitted by the Customer. The Customer agrees to hold harmless and to indemnify IDP for all costs, expenses, attorney's fees, or judgments resulting from any claim or lawsuit against IDP for copyright infringement, slander, libel or any other charges resulting from the reproduction or legal distribution of Customer's materials.

Proofing, Production and Performance. IDP will provide a digital facsimile of the materials it is to reproduce under the terms of its estimate, either in electronic or physical form, at IDP's discretion. Customer's written signature indicating approval of the digital proof, or approved digital signature via electronic email or fax or by approving digital proofs through the IDP Print Studio™, shall be required prior to the start of production. Faxes and emails will be considered original documents.

Due to variances in production methods beyond our control, IDP will not be held liable for color shifts, slight trimming imperfections, quantity variances within 10% of the amount stated on the estimate or ordered quantity, or any errors or omissions, whatever the origin, after a proof is approved. In the case of a quantity over-run, IDP will not charge the Customer any additional amounts. In the case of under-runs exceeding 10% of the amount stated in the estimate, IDP will adjust the cost to the Customer accordingly for the amount produced.

Customer agrees to hold harmless and to indemnify IDP for all costs, expenses, attorney's fees, or judgments resulting from any claim or lawsuit against IDP for errors or omissions after a proof is accepted through the above-stated means.

IDP will take reasonable action to ensure deadlines are met, but will not be held responsible for factors beyond its reasonable control making delivery impracticable or impossible by a previously agreed-upon date. IDP will take reasonable action to notify the Customer when performance issues will cause delays, but will not be held liable for any damages relating to timeliness of completion or delivery. All delivery dates will be treated as estimates and not as guarantees of performance.

Alterations. The estimate is voidable at IDP's option and Customer shall presume that the estimate is no longer valid if materials submitted are altered in any way after submission to IDP, or if production methods dictate the Customer's artwork must be altered to be reproduced by IDP in accordance with the estimate. IDP will notify the client before any additional charges are levied or incurred.

File Submissions. Due to imperfections in digital technologies, files submitted may not reproduce as expected. The Customer shall be solely responsible for reviewing their proofs for errors and shall promptly notify IDP of any discrepancies. IDP is not responsible for imperfections due to new and changing technologies.

To avoid unexpected output is to follow industry accepted artwork guidelines and to identify images or graphics of concern to IDP before Customer submits them.

IDP defines industry accepted standards as those outlined in the Digital Prepress Primer by Joseph Marin, available through PIA at www.gain.net.

Customer will consult with IDP before submitting artwork with any questions or concerns. It is in IDP's best interest to identify potential problems to the Customer before we begin proof production and we will make every reasonable attempt to do so.

Payment. Payment is due in accordance with the terms outlined on the estimate, and or terms stated on the IDP Print Studio™ website, and customer agrees to adhere to the IDP billing policy (for a copy of this policy, please contact the management of IDP at P.O. Box 6086, Portland, Oregon, 97228). Submissions of artwork to IDP constitutes acceptance of this agreement. Cancelled orders will be invoiced and payment is due upon receipt. A fee of \$35.00 will be charged for all NSF and returned checks.

IDP reserves the right to hire outside agencies to recover costs owed to it for services performed in accordance with the terms outlined in this document at the Customer's expense. **Ownership.** The Customer owns the completed product as outlined in the estimate, but does not own proprietary production files created by IDP for output. These proprietary files, include but are not limited to: customized imposition templates, variable data programming files, modified databases, custom correction curves and other output modification files. IDP reserves the right to offer these files to the Customer for an additional charge. IDP does not archive jobs, either in part or entirety, for Customer retrieval. IDP makes no warranties, expressed or implied, that it will have these files or materials available to the customer after the completion of their order.

Lists and Mailings. IDP stringently adheres to industry conventions regarding list ownership. Customer certifies by supplying a list to IDP that it owns the rights to that list and is complying with the terms and conditions imposed by the list provider. Common misconceptions include the use of "single-use" lists for multiple mailings. IDP will not be liable for any damages resulting from the misuse of a list provided by a third-party or an illegally obtained list. Customer agrees to hold harmless and to indemnify IDP for all costs, expenses, attorney's fees, or judgments resulting from any claim or lawsuit against IDP resulting from misuse of a list provided by a third-party or an illegally obtained list.

At its discretion, IDP will require certification of any list provided by the Customer to prove its legitimacy and, if refused, will exercise its right to cancel the order and bill the Customer for all charges incurred in accordance with the cancellation policy outlined in this document.

Privacy. IDP respects Customer privacy and never resells client information or proprietary materials provided for the purposes of doing business with IDP. For a full disclosure of IDP's Privacy Policy, visit www.intelligentdataprinting.com or request a copy from an IDP representative.

Postage. Unless otherwise noted on the estimate, all postage due to IDP for mailed products is required to be paid before the mailing is "dropped," whether delivered to the USPS or other delivery service. **When using the IDP Print Studio™, the Customer is liable for all postage costs incurred, once an order is approved.**

Cancellation Policy. Customer's charges for cancellation of orders will be based on the degree of completion of your project:

1. If no work has been done, a full refund or credit will be issued for any prepaid funds, less a deposit fee for time incurred. Deposit shall be no less than 25% of total estimated job cost
2. If IDP has incurred costs prior to cancellation, either due to IDP's services or through the services of its vendors or other entities associated with the production of Customer's order (including, but not limited to, proofing, pre-media, pre-press, order minimums, order initiation costs, dies, tooling or estimating), those charges shall be payable by the Customer. Any charges incurred will be billed directly to the Customer at the time the order is cancelled. Payment for all orders cancelled are due upon receipt of invoice and credit will not be extended.
3. If Customer's order is completed, no refund is available for any reason.
4. If jobs are not completed within forty-five (45) days of order date due to Customer's delay or non-cooperation, IDP reserves the right to cancel the order and bill in accordance with the above outlined terms, and shall not be liable to Customer for any damages resulting from the cancellation.
5. Customer agrees that all regular charges and invoices will adhere to IDP's Billing policy.

Claims. IDP will not accept liability for shortages, damage to, or non-delivery of products unless the Customer notifies IDP in writing within 3 (three) business days of receipt of their project. If the Customer fails to take delivery of their product within 7 (seven) business days after completion, the Customer will forfeit any claim against IDP for non-performance.

IDP shall not be liable for loss of profit or other consequential loss and liability (whether in contract or otherwise) and in no case shall IDP's liability exceed the price of the product or products in question.

This Hold Harmless Agreement shall be deemed effective as of January 1, 2009.