



# Wholesale Account Application

Thank you for choosing Copper Willow as your partner in paper!  
Please submit this form to apply and qualify for wholesale pricing.

COMPANY \_\_\_\_\_

OWNER/DESIGNER \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

BILLING ADDRESS (please include shipping account if different than billing)

  

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WEBSITE \_\_\_\_\_ UPS/DHL ACCOUNT TO ASSOCIATE \_\_\_\_\_

\*Wholesale pricing is 30% off of our retail pricing. This info form must be submitted prior to pricing release.\*

I would like to purchase an optional production sample kit. (see page 2 for description) \$285 plus \$25 shipping.

I don't need the production kit at this time but would like some pressroom samples mailed to me for \$20.

Type of business  Sole Proprietor  Partnership  Corporation  S-Corporation  LLC

FEIN or SSN (USA) \_\_\_\_\_ GST/HST number (Canada) \_\_\_\_\_

State Seller's Permit Number \_\_\_\_\_ City Business License Number \_\_\_\_\_

To see how we verify your permit, please visit TaxJar. [blog.taxjar.com/verify-a-resale-certificate/](http://blog.taxjar.com/verify-a-resale-certificate/).

## ALL INVOICES MUST BE PAID WITHIN 15 DAYS OF RECEIPT OF INVOICE

A quickbooks link will be emailed for payment. Checks and Zelle also welcome.

In the event that your account becomes overdue, we require a credit card to be kept on file.

CARD NUMBER \_\_\_\_\_ EXP \_\_\_\_\_ / \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

I guarantee that the information 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 "Wholesale Policies & Procedures" (page 2).

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Please sign and email this page to [print@copperwillow.com](mailto:print@copperwillow.com). Upon review, we will email our opening documents and pricing information.

We are excited to work with you and look forward to creating beautiful papers together!



# 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 an optional “production recipe box” filled with samples for our printing and finishing processes as well as in-house foil and letterpress ink colors. The Kit cost is \$285 plus tax and shipping. This is optional but very useful tool. Sample packages are also available on request for \$20 to cover shipping.

## PRE-PRODUCTION

- Timeline and expected completion date will be assigned upon receipt of print-ready artwork. Press time can be pre-reserved upon request. Rushes are accommodated only if schedule allows.
- Within 1 business day, we will review your cover sheet and confirm turnaround time and if any edits are needed.

## FILE SUBMISSION

Proper file preparation is essential to a smooth, timely process and perfect prints. Please adhere to these guidelines:

- Each page must include the quantity, paper selection and ink/foil colors. Any quantity or detail changes require a resubmission of the project files. This will not affect the timeline of the original submission unless there are art changes that require a new plate.
- 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 a letter size artboard with a solid black line for paper boundaries.
- Calligraphy and hand-drawn art should be scanned at 1200dpi and colorized to 100% CMYK black. Export as a BMP file and place in Illustrator to show position of art on each piece of paper.
- Any watercolor or background pattern should be submitted as part of the invite design layout and needs to be linked.
- For digital, if a color match is requested, please specify an uncoated Pantone color to match to. No notation will default to printing straight from file.
- Finite dots and stroke lines will not format to a plate easily, please add .15 stroke for linework to hold up. Dots and punctuation should be a minimum width of a 1pt line while hairlines and serifs should be a minimum width of a .3pt line.
- Addressing files must be supplied open flap with guest address and return address on a running pdf.

## TURNAROUND TIME

All jobs will typically be completed between 7 to 10 business days.

Larger quantity jobs (over 1,000 total print runs) and projects including additional assembly may require additional time. We will do our best to meet requested ship dates submitted on the project cover sheets.

## SUPPLIED STOCK

On the whole, we can supply most any paper/envelopes and our pricing includes those materials. Exceptions are made for some handmades and papers only carried by retailers.

## SHIPPING

We find that UPS is our most reliable and responsive delivery option. Please select Ground, 3Day, 2Day or Overnight. DHL accounts are required for artists based in Canada.

## SAMPLES

Please order the print count you need, samples/overage is not guaranteed. We will ship whatever extras we have on hand with the main print job.

## BILLING & PAYMENT TERMS

Invoices are emailed twice a month. All invoices must be paid within 15 days of receipt of invoice. We strongly prefer payment by check or electronic transfer but you may also use the link that appears on our invoices to pay by card. Wholesale pricing is only applicable to projects that are 100% print ready. If any artwork requires tweaking or extensive help, the discount may be lost or we will have to charge design time of \$50/hr. This must be requested and will not be charged without artist's consent.

## PHOTO RELEASE

We often times document our production work for use on social media and our website. Proper design credit will always be used.