



Wholesale Account Application

Thank you for choosing Copper Willow as your partner in paper! Please submit this form to apply for an account, receive The Kit (if Premium account is selected), and qualify for wholesale pricing.

COMPANY _____

OWNER/DESIGNER _____

TELEPHONE _____ EMAIL _____

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

WEBSITE _____ UPS/DHL ACCOUNT TO ASSOCIATE _____

TYPE OF ACCOUNT I'M APPLYING FOR Premium Account (40%) Standard Account (30%)

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](http://blog.taxjar.com/verify-a-resale-certificate/). blog.taxjar.com/verify-a-resale-certificate/.

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

We prefer payment by check but credit card payment is also accepted using the payment link that appears on our invoices.

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. Upon review, we will let you know the application is approved. If Premium account is selected, a payment link for the price of The Kit will be sent plus \$20 shipping.



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 your complete guide to printing with Copper Willow and includes all prices, paper & ink swatches, and a library of terms. Our Premium Account requires the purchase The Kit for \$285 plus CA tax and 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.
- 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 project must contain a complete cover sheet with all quantities, specifications & pricing
- Each page must include the quantity, paper selection and ink/foil colors
- 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. If you know how to vectorize, that is ideal.
- Any watercolor or background pattern should be submitted as part of the invite design layout as well as on its own as a TIFF, if possible.
- 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. This only applies to vector artwork.
- 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.

TURNAROUND TIME

Turnaround time can vary depending on our availability. All jobs will be completed between 7 to 10 full 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 that do not offer wholesale programs.

SHIPPING

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

SAMPLES

Paper and color samples can be mailed on request as well as test prints for digital. All orders will receive at least 2 samples of the final prints.

BILLING & PAYMENT TERMS

All invoices must be paid within 15 days of receipt of product. 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.