



Order Instructions

1- Please read all instructions below before completing the order form.

2- Fill out the electronic form below and click on the "submit" button at the end of the form to automatically email the form to us. If paying by credit card, please print, sign and return to PTI via PDF or Fax.

3- Within 1 business day of receiving this completed form, you will receive an invoice via email. This invoice needs to be signed and faxed back for us to accept your order. 50% deposit is due with order, and remaining balance will be due prior to final delivery. Magicubes.com is a division of Promotional Technologies International Corp. You have 3 options to submit payment:

If paying by check, make check payable to:

**PTI Corp.
2934 Beverly Glen Circle Ste 700
Los Angeles, CA 90077**

If paying by credit card, note that a cash discount reversal fee of 3% will be added to the total invoice amount due. Credit Cards are not eligible for a cash discount.

If paying by wire transfer, or if you are outside the U.S. please contact PTI Accounts Receivable for Wire Transfer Details.

4- To submit artwork, go to <http://www.magicubes.com/upload> Fill in your email address, job name and PTI job # (found on your Magicubes Invoice). No password required. Upload and send your files.

5- As soon as we receive the signed invoice, artwork and 50% deposit, your order will be processed.

6- Upon receiving art, within 1-2 days, you will receive, via email, a digital proof for you to approve before we start production.

7- If ordered, a pre-production physical proof will be sent to you via Overnight Delivery within 12-16 days and must be approved within 1-2 days of receipt. If any changes in artwork are required, a new setup may be added to the invoice. Once proof is approved, your job will go into production.

8- Prior to Final Delivery, we will request that you reconfirm your shipping address. All orders and prices are FOB Los Angeles, CA 90302, unless stated otherwise in your invoice. Therefore domestic distribution from Los Angeles to your final destination is not included. If your order is 15 cartons or more, we can coordinate domestic freight services for you. Otherwise, you will be required to inform us your UPS/FedEx account number at least 2 weeks before your Scheduled Ship Date.

9- In order to avoid delivery delays, please check your invoice for final payment due date, and plan to submit payment accordingly. Please note that full payment must be received prior to shipment ready date.

10- Please check date of when your order will be ready and the location where it will be ready at. This date is stated on the Magicubes Invoice. If payment is past due, your order will be delayed plus storage charges may be applied to your invoice.

11- Within 1-2 days of shipment ready date, you will receive tracking number via email. At that point, please contact the designated carrier for status of your shipment.

Non compliance or delay with any of the above requirements may cause delays on final delivery of your order.

I agree to the PTI Corp / Magicubes.com Order Terms and Conditions.

Print Name: _____

Title: _____

Signature: _____

Date: _____

MagiCubes Order Form

Customer PO Number _____ Order Date _____ PTI Order # _____

Billing Address

Company _____

Address _____

Phone _____

Fax _____

Contact Name _____

Email _____

Shipping Address

Company _____

Address _____

Phone _____

Fax _____

Contact Name _____

Email _____

Method of Payment

☐ Check

☐ Credit Card

☐ Bank Wire

Reseller ID

Credit Card # _____ ASI / PPAI # _____

Exp. _____ 3-4 Digit CVV Code: _____ Ad Agency -Reseller # _____

*Quotes include a 3% CASH / Wire Discount. Credit Cards are not eligible for CASH Discount.

Website & Product Description

Item Name _____ MC # _____ Art/ Logo Name _____

Quantity _____ Item Details _____

Gift Box Free Standard Color ☐

Free Plain ☐

Optional 4C Custom ☐

Send Physical Proof to: ☐ Physical Proof

Name _____

Phone _____

Address _____

City, St, Zip _____

Purchasing Contact/ Job Manager/ Acct Payable

Name _____

Title _____

Phone _____

Email _____

Desired Delivery Date _____

Graphic Designer or Artwork Manager

Name _____

Phone _____

Email _____

Event/Deadline Date _____ /City _____

Name _____

Title _____

Authorized Signature _____ Date: _____