

# MagiCubes Order Form

## 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:

**MagiCubes®**  
**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.A. 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, an optional pre-production physical proof will be available 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. Please provide your shipper billing account for proof transportation charge.

8- Prior to Final Delivery, we will request that you reconfirm your SHIP TO address. Unless stated otherwise on your invoice, all orders and prices are FOB Los Angeles, CA 90302,. 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 preferred shipment method and 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 the date for when your order will be ready. This date is stated on the MagiCubes Invoice. If payment is late or past due, your order will be delayed plus storage charges may be applied to your final 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 Process.

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**MagiCubes.com™**  
 2934 Beverly Glen Cir.# 700  
 Los Angeles, CA 90077  
 Ph- 800-784-7654  
 Fx- 310-220-6855  
MagiCubes is a division of Promotional Technologies Int'l Corp.

# MagiCubes Order Form

**Customer PO Number:** \_\_\_\_\_ **Order Date:** \_\_\_\_\_ **PTI Job #** \_\_\_\_\_

## Billing Address

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Email** \_\_\_\_\_

## Shipping Address

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Method of Payment** (Please select one): **Business Check** ☐ **Credit Card** ☐ **Bank Wire** ☐ **EFT/ACH** ☐

- Your order will not start until your deposit has been received.
- All Quotes include a 3% Discount for payments made by EFT, ACH and Business Checks and Bank Wire.
- Credit Cards are not eligible for CASH Discount. A 3% Cash Discount reversal fee will be added to the invoice.
- For Credit Card payments, please see the "Click To Pay" link with your emailed invoice.
- For EFT/ACH Payments, a PDF Form will be emailed to you.
- For Checks, please mail to the above address

**Reseller Account #** ASI / PPAI # \_\_\_\_\_

**Ad Agency - Reseller #** \_\_\_\_\_

## Order Details: Please complete all fields.

**Style MC #** \_\_\_\_\_ **Quantity** \_\_\_\_\_ **Art/ Logo Name** \_\_\_\_\_

**Custom Request:** \_\_\_\_\_

**Gift Box:** **Free Standard 4 Color** ☐ **Free Plain White** ☐ **Optional Custom 4C Gift Box** ☐

**Optional Physical Proof (allow 2 extra weeks)** ☐

**Desired Delivery Date** \_\_\_\_\_

**Event/Deadline Date** \_\_\_\_\_ **/City** \_\_\_\_\_

**Name** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip** \_\_\_\_\_

## Purchasing Contact

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

## Graphic Designer or Artwork Manager

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Authorized Buyer Name :** \_\_\_\_\_ **Title** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Must be an officer or VP level or above.