

MagiCubes® Order Form

Order Instructions

- 1- Please read all below instructions before completing the order form. Delivery of your order, on time depends on following our workflow.
- 2- Fill out the form below and print, sign and return to PTI via PDF. Please email to your account manager.
- 3- Within 1 business day of receiving this completed form, you will receive an invoice via email. The invoice needs to be signed and returned via email. Your 50% deposit is due with order, and remaining balance will be due prior to final shipping of your custom product. Magicubes.com® is a division of PTI Media LLC. You have 3 options to submit payment:

If paying by check (includes the quoted 3.5% cash discount), please make check payable to:

MagiCubes®
Account Receivable
321 High School Road NE
STE 584
Bainbridge Island, WA 98110

If paying by credit card, note that a cash discount reversal fee of 3.5% 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 your account manager for Wire Transfer Details.

4- IMPORTANT To submit artwork, please upload at <http://www.magicubes.com/upload> Fill in your email address, job name and PTI job # (found on your MagiCubes Invoice). The PASSWORD is "MAGIC". Please upload the official template with your art on the correct layer.

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(s) for you to approve before we start production. When the proofs are approved, we can start the production clock.

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.

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. All custom orders require full payment prior to shipment and delivery.

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 production and possibly the delivery of your order.

I agree to the PTI Media LLC / Magicubes.com Order Process and will follow the procedure so my order is not delayed.

Print Name: _____ **Company / Title:** _____

Signature: _____ **Date:** _____

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.**
- Web prices, and all quotations include a 3.5% cash discount for payments made by EFT, Checks and Bank Wire.
- Credit Cards are not eligible for cash discount. A 3.5% 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 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: Choose One - Free Standard 4 Color ☐ **Free Plain White** ☐ **Optional Custom 4C Gift Box** ☐

Digital Proofs Only ☐ or Digital Proofs plus Optional Physical Proof -\$350 plus allow 2 extra weeks) ☐

Desired Delivery Date _____

Event/Deadline Date _____/City _____

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.

[Submit this form via EMAIL- CLICK to Submit](#)