

Thank you for choosing ISPrintShop.com for your next print order.

 **HOW TO:**

Here is how ISPrintShop.com's print system works:

Create an account so we know who you are. The email you set as your Username will be used to communicate with you on job status and billing receipts.

When you have your first postcard or flyer ready, enter your Username and Password on the sign in page, then click "start project."

The process for uploading flyers and postcards is very easy. The screens will have basic instructions that will walk you through naming your job, uploading your pdf file (we also take Publisher files and Word documents), determining shipping or uploading your direct mail list (for postcards only), and paying for your job.

All jobs are run very quickly once they are uploaded.

 **SHIPPING:**

--Flyers: If uploaded by 11am, flyers will be printed and shipped same day, for a next day delivery. If uploaded after 11am, will be printed and mailed the next day and shipped for the next day delivery.

--Postcards: Printed the next business day and dropped at the post office the following morning. If you upload a postcard job Monday night at 11:45pm, it will be printed on Tuesday and mail out on Wednesday morning. Jobs can be mailed either First Class or Bulk (with no minimums!!).

 **PRICING and SIZING:**

small
4.25 X 5.5

1st Class: .52
No Mailing: .28
**Printed on 120# Gloss Stock*

rack cards
4 x 9

Double Sided
Includes Bleed: .41
Min Qty: 50

**Printed on 120# Gloss Stock*

Single Sided: .35
Double Sided: .40
Add Bleed: .05
Min Qty: 50
**Printed on 100# Gloss Stock*

flyer
8.5 x 11
bleeds or no bleeds
single or double sided

jumbo
5.5 x 8.5

Bulk: .53
1st Class: .73
No Mailing: .40
**Printed on 120# Gloss Stock*

If you don't see the product you need, please contact me. We do many specialty products.

Single Sided: .40
Double Sided: .45
Add Bleed: .05
Min Qty: 50
**Printed on 100# Gloss Stock*

flyer
8.5 x 14
bleeds or no bleeds
single or double sided

super jumbo
6 x 11

Bulk: .70
No Mailing: .53
**Printed on 120# Gloss Stock*

NOTE: If you do not understand bleeds, please contact me before uploading your files. It can make a difference in the look of your product and satisfaction of your customers.

 **CONTACT:**

If you have questions, or need help with design feel free to call us at 509-670-3850 or email us at kim@isprintshop.com.

 **SAMPLES:**

For sample requests, please email me your contact name, business name, mailing address, and phone number. And of course, all our stock is full of post-consumer waste, recycled content, and is 100% recyclable!

 **DESIGN:**

If you need help with design, please contact me at kim@isprintshop.com or (509) 670-3850 for portfolio and pricing.