

Please type or print clearly.

Company Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Shipping Address (No PO boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Company Representative \_\_\_\_\_ Title \_\_\_\_\_

Special Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Printed Booklet Quantity** \_\_\_\_\_ (see reverse side)

**Imprint Options** Check all that apply.

**No Imprint Booklet**     **No Imprint PDF**

**Custom Imprinted** Check all that apply.

Set type for imprint per attached instructions

Artwork for imprint on file at Newkirk

Artwork e-mailed to Newkirk at [jryan@newkirk.com](mailto:jryan@newkirk.com)

Imprint on front cover only

Imprint on back cover only

Imprint on front and back covers

Repeat booklet imprint on PDF(s)

Proof requested

**Internet/HTML Version**

Your e-mail address for delivery: \_\_\_\_\_ (see reverse side)

**PDF Version**

Your e-mail address for delivery: \_\_\_\_\_ (see reverse side)

**Microsoft® PowerPoint® Presentation Version**

**Order By Mail** if you are sending artwork for your imprint. Mail to Newkirk, 15 Corporate Circle, Albany, NY 12203.

**Order By Fax at 518-862-3355** if you are not sending artwork for your imprint.

**Questions?**  **Call 800-525-4237** or e-mail [info@newkirk.com](mailto:info@newkirk.com).

Although efforts are made to comply with legal and regulatory requirements for the presentation of information contained in this publication, Newkirk Products, Inc. makes no representation or warranty as to the legal or regulatory sufficiency.

## PRINTED BOOKLETS

### CUSTOM Imprint Option

- ▶ Can include logos and special typefaces
- ▶ Imprint on front and/or back cover
- ▶ Ships in 10-15 working days (transit time not included)
- ▶ Minimum of 50 copies per title required

Your imprint information is printed in black. (Color imprint available; please call for pricing.) The space available is approximately 5" wide by 3¼" deep on the front cover and 5" wide by 8" deep on the back cover. Please provide your logo and artwork to Newkirk by e-mail. Newkirk can typeset your imprint for a \$50 set-up fee. Proofs will be sent.

If Newkirk has your imprint on file from a prior order for a booklet of the same size (and no changes are required), your booklets will be shipped in approximately 10 working days from receipt of your completed order form. If we are creating your imprint from scratch, your booklets will be shipped in approximately 15 working days.

### CUSTOM Designed Books

- ▶ A custom cover with Newkirk's standard text
- ▶ Standard cover with custom text
- ▶ Custom cover and text
- ▶ Minimum of 500 copies per title required

Newkirk can customize your booklets to the degree you choose. Pricing for customization is based on your requirements. Please call us for a quote.

**Save when you order more than one title.**

Your unit cost is based on the total quantity of booklets ordered. For example, if you order 250 each of three titles, your unit cost is \$2.10 for the standard text and cover option since you are ordering a total of 750 booklets.

Printed Booklets	
Quantity	Custom Imprinted
50 - 99	\$2.75
100 - 199	2.50
200 - 499	2.25
500 - 999	2.10
1,000 - 2,499	1.95
2,500 - 4,999	1.75
5,000 or more	1.50
Unimprinted (available in lots of 25 per title) @ \$2.15 each.	
Prices do not include shipping, handling, and applicable sales tax.	
<b>Payment Terms</b>	
Payment on all invoiced amounts is due within 30 days of the invoice date. Interest will be payable on past due amounts at a rate of 2% per month (24% per year).	

### Internet/HTML, PDF, or Microsoft® PowerPoint® Presentations

**License agreement and additional terms on back page.**

Purchase the Internet/HTML version and bring traffic to your website. You'll receive the right to hyperlink from your website to the *Financial Planning Guides* Internet/HTML version for one year. Your hyperlink will be sent by e-mail.

### Internet/HTML Version or PDF

\$499 per year/per title

### PowerPoint® Presentation

\$199 for inclusive presentation with all Guide content

## Quantity per Title

Please note: A minimum of 100 booklets per title is required for imprinting.  
A minimum of 50 booklets per title is required for unimprinted orders.

	<u>Quantity</u>		<u>Quantity</u>
<b>Estate Planning Guide</b>		<b>Retirement Planning Guide</b>	
Printed Booklet	_____	Printed Booklet	_____
Internet/HTML Version	_____	Internet/HTML Version	_____
PDF Version	_____	PDF Version	_____
<b>Personal Financial Planning Guide</b>		<b>Total Booklet Quantity</b>	_____
Printed Booklet	_____	<b>Total Internet/HTML Versions</b>	_____
Internet/HTML Version	_____	<b>Total PDF Versions</b>	_____
PDF Version	_____		

### **Financial Planning Guides AGREEMENT FOR PRINTED AND PDF PUBLICATIONS**

#### Terms:

1. The expected shipping dates for the printed publication provided on the reverse side of this agreement are based on Newkirk's receiving a complete order form. All imprint information must be submitted before the order form is considered to be complete.
2. Account may distribute the publication purchased hereunder for its own business use and may distribute only to its own clients and prospects. Account may elect to receive the publication(s) electronically as a .pdf file. With either method of delivery, Account may not sell, reproduce, copy, sublicense, or otherwise transfer any rights to the content contained in the publication.
3. Account agrees to pay all invoices within 30 days or be subject to a late payment fee of 2% a month plus any collection fees incurred by Newkirk, including reasonable attorneys' fees.
4. Newkirk disclaims all warranties in regard to the publication provided hereunder except as to its title thereto and noninfringement of any copyright or trademark. While care has been taken in preparation of the content, no warranty, express or implied, is given with respect to the accuracy of the content. In any event, Newkirk's liability to Account with respect to any content provided under this agreement is strictly limited to the license fee paid for the specific publication in question.

Accepted by \_\_\_\_\_

Accepted by \_\_\_\_\_

For Newkirk Products, Inc. ("Newkirk")

For \_\_\_\_\_

Dated \_\_\_\_\_

Dated \_\_\_\_\_

### **Financial Planning Guides INTERNET/HTML LICENSING AGREEMENT**

#### Terms:

1. Newkirk hereby grants to Account a non-exclusive license to link to the *Financial Planning Guide(s)* Internet/HTML version for the period and pursuant to the terms stated herein.
2. The Account may use the Internet/HTML version for its own purposes only and may not offer it for sale or license it to any other party.
3. Newkirk will provide Account with a hyperlink to the *Financial Planning Guide(s)* Internet/HTML version hosted on Newkirk's Internet server, as soon as practicable after the printing of the booklet.
4. This agreement shall be for one year. The right of Account to use any copy provided hereunder shall end immediately upon termination of this agreement.
5. Account shall provide Newkirk with its Internet web page address so that Newkirk may, from time to time, review the use of the Internet/HTML version it is providing under this agreement. Your website address:\_\_\_\_\_.
6. Newkirk warrants that it owns and/or has the right to license the content appearing in the *Financial Planning Guide(s)*. While care has been taken in preparation of the content, no warranty, express or implied, is given with respect to the accuracy of the content. In any event, Newkirk's liability to Account with respect to any content provided under this agreement is strictly limited to the license fee paid for the specific booklet(s) in question.
7. This Agreement will be governed by and construed and enforced in accordance with the laws of the State of New York, without regard to any provision of New York law that would require or permit the application of the substantive law of any other jurisdiction, and any legal action with respect to any such disputes shall be brought in the federal or state courts located in Albany County, New York.

Accepted by \_\_\_\_\_

Accepted by \_\_\_\_\_

For Newkirk Products, Inc. ("Newkirk")

For \_\_\_\_\_

Dated \_\_\_\_\_

Dated \_\_\_\_\_