Digital Greeting Card Customer's Guide

Cards are delivered in JPEG format

Writing an address is a hassle: Can send cards attached to an e-mail message
Number of receivers takes time to finalize: Can send as many cards as you like
Getting a signature from managers takes time as they are often unavailable:
Can combine cards with a signature
In-house distribution after delivery is painstaking: Digital cards can be easily circulated
Want to reduce costs: No need for stamps
If you face any of these issues, this product makes it easy

Enjoy choosing a card from more than 150 patterns
Three resolutions (72 ppi, 150 ppi and 300 ppi) are available

[Example of a card combined with a picture]

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Items in red are mandated for layout purposes

【 Customer's Guide: Digital Greeting Card 】

Items in red are mandated for layout purposes

1. Delivery   Typically 5 to 7 working days

Delivery may take longer due to time needed for proofreading, busyness, etc.

2. Costs and resolutions

Different prices apply to different resolutions

Digital Greeting Card costs (US Dollars)	Resolutions	Basic costs	Per simultaneous order of 1 pattern
1. High-Class Plan	300 ppi	$ 1020.00	$ 680.00
2. Standard Plan	150 ppi	$ 544.00	$ 340.00
3. Light Plan	72 ppi	$ 340.00	$ 204.00

Additional discounts to the costs listed in the above table are available to customers who placed an order the previous year

Addition of signature to card (for each datafile)	$ 13.60
Combining photo	$ 34.00
Joint signature: 3 names or more: (This actually applies to four or more signatures)	$ 6.80

Proofreading is free of charge for up to 2 (two) cards

$ 6.80 per card is charged with 3 (three) or more cards

*The order will be complete when there are no missing instructions/specifications for starting the relevant work

If there are any missing instructions/specifications, orders may not be eligible for simultaneous order placements

3. Pattern   Please choose your favorite patterns

from the more than 150 patterns available

4. Years   You may choose from this year (20XX), next year (20YY) or
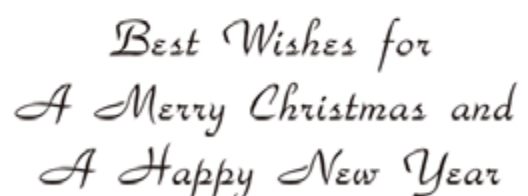
this year and next year (20XX to 20YY)

5. Message   We recommend the "S Message" below as it can be used universally

(Font: Park Avenue)

S Message

Season's Greetings and Best Wishes for The New Year

M Message

Best Wishes for A Merry Christmas and A Happy New Year

Please specify if you want to use a different text

6. Fonts and characters other than Japanese and English

We recommend the Park Avenue font that is used in the list.
You can also specify any font that is installed in Microsoft Windows by default.

Note: If you want to use any foreign language other than English, please prepare:
1. Text data (in MS WORD format, etc.)
2. PDF data

7. Name / Title / Company name

Name or company name only is acceptable

8. Marks and logos

You can add a mark or logo. Please provide relevant data in formats such as
AI, PSD and PDF

JPEG data available on your website or a screenshot PNG file that is taken by
a PC or smartphone may be unsuitable due to low resolution, etc.

We may not be able to accept or have to provide a separate quote for data that
require a heavy workload such as retouching and correction of rough image files

If you cannot judge or have no alternative, please provide the data you have for
consideration and contact us for consultation

9. Combining signature (Optional and at cost)

Please write a signature on a sheet of white paper with a black writing tool
 (pencils are not suitable). Please use a scanner to scan it in a high resolution
in color mode (300 ppi or higher) and send it to us in a PDF format.
If you want to create data in blue, please specify.

Requirements regarding your signature
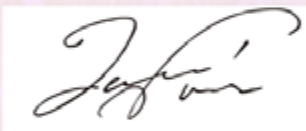
Prepare your signature in
black ink on a white background.
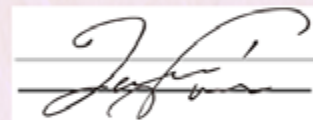
You cannot use color paper, paper with a fold line
or a signature with an underline that needs to be erased

10. Joint names

We support joint names. Please specify how you want to lay out signatures
(order of signatures)

11. Combining pictures (Optional and at cost)

Pictures can be combined
(insofar as not violating any copyright, the right of portrait, etc.)

We will combine the pictures you supply to us as-is
We cannot accept any retouching work with a heavy workload

12. Proofreading

Proofreading is free of charge up to a 2nd proofreading.
Please look at the charge list

How to order: Please fill out the order form and send it to us.

Should you have any questions or seek consultation, please don't hesitate to contact us

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<p align="center">Munekata Design Institute Co.,LTD.</p>