HOW TO ORDER PALM CARDS / PUSH CARDS,
USING PUSH CARD TEMPLATES
from Dr. Don's Buttons, Badges & More

On the following pages, you will find step-by-step instructions for ordering push cards (also known as palm cards), using the push card templates we offer at Dr. Don's Buttons, Badges & More.

Please print and then read these instructions before you begin the process of ordering push cards,.

Your order of push cards can be printed single-sided, double-sided where you would use a different template on each side, or double-sided where you would use the same template on both sides.

If you have any questions, feel free to give us a call.

Dr. Don's Buttons, Badges & More
3906 W. Morrow Drive
Glendale, AZ 85308
(800) 243-8293
www.buttonsonline.com

Ordering push cards when using our push card templates
Below are step-by-step instructions for ordering push cards.

3 Basic Steps for Ordering Push cards:

1. Determine which template(s) you want to use.

2. Navigate to the page(s) that contain the template(s) you wish to use and enter your text in the appropriate text fields.

3. Complete the form located below the template(s) and click the Submit button to send us the information you entered.

When the artwork for your push cards is ready to view, we will call and direct you to where you can see your online proof. If the proof is satisfactory, go ahead and approve the artwork. If anything needs attention (typographical errors, etc.), let us know and we will correct the issue and post another proof for you to view.

Your push card order will be printed and ready to ship 2 business days after you approve your design and provide payment information.

Uploading a photo
If you chose a template that will include your candidate's photograph, you can upload the photo after you enter the information for your order and click the "Submit Information for Your Order" button. Photos need to be high resolution. Photos taken from a web site are usually low resolution and probably would not be suitable for printing.

Payment information
After you have entered the information for your push cards and clicked the "Submit Information for Your Order" button, you can give us a call (during normal business hours) and provide payment and shipping information. Or you can wait for our one of our customer service representatives to call if you submit your order outside our normal business hours.

Our normal business hours are Monday-Friday 8:30AM-5:30 PM PST)

Our phone number is (800) 243-8293.

Online Proof
Before we print your order, we will post a proof of your push card to a private area of our web site and one of our customer service representatives will contact you and direct you to where you can see your

online proof. If the proof is satisfactory, let us know. And of course, if anything needs attention (missing text, typos, etc) let us know and we will correct it and post another proof.

Due to the amount of time that is needed to layout the text in a push card template and then post proofs online, we ask customers to provide payment information before we set up their templates. However, we will not run the card until you approve your proof(s).

Union bug / union label
If you would like to have the union label printed on your push cards, just ask. We are happy to provide it at no additional charge.

Turnaround time
Our in-plant turnaround time for push cards is 2 business days, AFTER you approve your online proof.

Below is an explanation of the various text fields found on our push card templates. (Not all our templates include all these fields)

Elect, vote or re-elect
Some templates will include what is called a "call to action". The three most common calls to action are Elect, Vote, and Re-elect. If the template you chose includes a call to action, enter the call to action you prefer. If your template does not include a call to action, we may be able to add one for you, if you wish. If you would like to add a call to action, let us know in the "Comments" section of the order form, located below the template.

Bullet points
Bullet points are single word attributes that describe what the candidate stands for. If you chose a template that includes bullet points, enter a word for each bullet point listed on the template. If for some reason you want to leave any of bullet point fields blank, enter N/A into those fields so we know that leaving it blank wasn't an oversight.

Main text
The main text field is where you tell voters what you want them to know about the candidate. The amount of space available for main text varies depending on the template you selected. If you put too much text into the main text area, the size of the letters will have to be reduced and could make it difficult to read. Too few characters and the design wouldn't look right. Please break the text you enter into main text field into paragraphs, just as you want it to show on your push cards.

Contact information
If you have a web site, it's a good idea to list it on your push card. It's up to you whether you want to place your campaign office information, phone number, or email on your push cards. Some candidates do; others do not.

If you have any questions, feel free to give us a call.

Dr. Don's Buttons, Badges & More
3906 W. Morrow Drive
Glendale, AZ 85308

(800) 243-8293

www.buttonsonline.com