

Contact Name \_\_\_\_\_

Firm Name \_\_\_\_\_ Account Number \_\_\_\_\_  
(Spell out full name of your firm)

Ship to Address \_\_\_\_\_  City \_\_\_\_\_  
(No PO Boxes Please)

State \_\_\_\_\_  Zip \_\_\_\_\_  Phone \_\_\_\_\_ Ext \_\_\_\_\_  Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_  Firm Website \_\_\_\_\_

**Order by August 31<sup>st</sup>  
 and receive a 10% discount  
 on PRINTED Tax Planning  
 Guides**

**Step 1: Artwork**

- Artwork on file with Liberty
- Set CPA firm name using information on this form (check off boxes above)
- Use attached original artwork (Acceptable file formats include .jpeg, .tif, .pdf, and .eps.)

**Step 2: Personalized Copy Placement**

- Front outside cover (FREE)
- Back outside cover (FREE)
- Front and/or back inside covers

**Step 3: Cover Selection**

- A. Flag On High
- B. Under The Flag Of Freedom
- C. Capitol On A Clear Day
- D. Desktop Calculator
- E. Lighthouse and Shore
- F. Snow Cap Peaks

Optional:  Print covers with "2023"  Print covers with "2023-2024"

**Step 4: Calculating Your Order**

Printed Guides  Large  Small

Tax Guide Quantity (Minimum 100 Copies) \_\_\_\_\_ x Unit Price \_\_\_\_\_ \$ \_\_\_\_\_ \*\*

Optional Custom Printing (Outside front and back) covers \$ \_\_\_\_\_ FREE

Custom printing of inside front and/or inside back covers \$75 setup plus 30¢/guide \$ \_\_\_\_\_

Use our CPA firm's custom cover artwork  \$99 setup fee plus 25¢/guide \$ \_\_\_\_\_

Custom Envelopes: Sm .43 ea Lg .58 ea Quantity \_\_\_\_\_ x Unit Price \_\_\_\_\_ \$ \_\_\_\_\_ \*\*

Monthly Website Digital Tax Guide Updates (FREE if ordering 100 printed guides) \$ \_\_\_\_\_ FREE

PDF Guide Options (See Price List)  1  2  3 \$ \_\_\_\_\_

**\* Discount for PRINTED Tax Guides: 10% if ordered by Aug. 31, 2023** \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Sales Tax (6.75% **Texas only**) \$ \_\_\_\_\_

**\*\* MINIMUM SHIPPING/HANDLING: \$30 or 10% of GROSS PRINT ORDER (whichever is greater)** Ship to:  Residence  Business \$ \_\_\_\_\_

**ORDER TOTAL \$ \_\_\_\_\_**

**Step 5: Payment Information (must accompany order)**

Charge \$ \_\_\_\_\_ to my  MasterCard  VISA  American Express  Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_ CV # \_\_\_\_\_ Zip \_\_\_\_\_

Print Exact Name on Card \_\_\_\_\_ Authorization Signature \_\_\_\_\_

Please send us an invoice and we will pay via Bank ACH Transfer

PRICE LIST		
PRINTED GUIDES	Small Guide (4 x 8½)	Large Guide (8½ x 11)
Minimum Order = 100		
100 to 249	\$3.50 ea.	\$3.85 ea.
250 to 499	\$3.40 ea.	\$3.75 ea.
500 to 999	\$3.30 ea.	\$3.65 ea.
1,000 to 1,999	\$3.20 ea.	\$3.55 ea.
2,000 or more	\$3.10 ea.	\$3.45 ea.
ADD CUSTOM ENVELOPES	.43 ea.	.58 ea.
PDF of TAX PLANNING GUIDE - Choose option by number		
1. with order of 100+ printed guides		\$249
2. without printed guides (outside covers pers.)		\$499
3. without printed guides (all covers personalized)		\$599
Tax Planning Firm Custom Cover Artwork Setup Fee	\$99	
Plus .25 per guide		
Custom printing of inside front and/or inside back covers	\$75	
Setup Fee plus 30¢ per guide		