

☐ 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 and Pay  
by August 31<sup>st</sup>**

on **PRINTED Tax Planning Guides**

**10%  
OFF**

### 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.)

### TAX PLANNING GUIDE PRICE LIST

PRINTED GUIDES Minimum Order = 100	Small Guide (4 x 8½)	Large Guide (8½ x 11)
100 to 249	\$3.65 ea.	\$3.95 ea.
250 to 499	\$3.55 ea.	\$3.85 ea.
500 to 999	\$3.45 ea.	\$3.75 ea.
1,000 to 1,999	\$3.35 ea.	\$3.65 ea.
2,000 or more	\$3.25 ea.	\$3.55 ea.

### ENVELOPE PRICE LIST

ADD CUSTOM ENVELOPES	.44 ea.	.59 ea.
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### PDF of TAX PLANNING GUIDE

#### Choose option by number

1. with order of 100+ printed guides \$299
2. without printed guides (outside covers pers.) \$499
3. without printed guides (all covers personalized) \$599

### ADDITIONAL PRINTING OPTIONS

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

### 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. Country Meadow with Flag ☐ C. Congress with Flag
- ☐ D. Desktop Calculator ☐ E. Lighthouse and Islands ☐ F. Lake and Mountain Peaks

Optional: ☐ Print covers with "2025" OR ☐ Print covers with "2025-2026"

### 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 .44 ea Lg .59 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 and paid by Aug. 31, 2025** \$ \_\_\_\_\_

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

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

**\*\* MINIMUM SHIPPING/HANDLING: \$39 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