

# Life Notes

Newsletters for Financial Professionals and Their Clients

## Order Life Notes Newsletter

### Order Details

- For the Customized Front Cover
  - Your company's logo
  - Your company's contact information
  - A customized message - limit of 585 characters
  - Your company disclaimer - limit of 330 characters
  - An advisor or team photo
  - A caption to the advisor or team photo
- For the Customized Back Cover
  - A custom mission or thank you message - limit of 133 characters
  - Another advisor or team photo (can be the same as Front Cover photo)
  - Your company's logo
  - Your company's website address
- For the Customized Envelope
  - Your company's logo
  - Your company's contact information

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**When uploading your files, we ask you use the following guidelines.**

#### **File Formats:**

We accept the following file formats: .TIF, .TIFF, .EPS, .AI, .PSD, .JPG, .JPEG, .PNG & .PDF.

#### **File Names:**

Please name your files with your company name.

Logo: *myCompanyName\_logo.ai*

Advisor/Team Photos: *myCompanyName\_teamPhoto.jpg / myCompanyName\_advisorPhoto.jpg*

#### **Resolution:**

All file formats must have a minimum of 300 dpi (dot per inch) resolution at 100% of the final print size.

Images designed for the web typically cannot be used for printing as they have a low screen resolution of 72 dpi. Print images need to be created at 300 dpi or there will be a substantial drop in the image quality.

*We are not responsible for your logo and images being pixelated/blurry due to the upload of a low resolution/quality file.*

**Fonts:** (Logos Only)

If uploading a PDF file of your logo, fonts must be embedded in the PDF file. If uploading an AI or EPS file, fonts must be outlined or converted to paths or curves. Keep in mind that some fonts have copyright restrictions and will not embed in PDF Files.

*We are not responsible for fonts not printing correctly if the above requirements are not met.*

**Message, Mission/Thank You, and Disclaimer Fields:**

Make sure to include paragraph breaks to insure proper printing; we are not responsible for improper printing if paragraph breaks are not included.

## *Business Details*

\* First Name:

\* Last Name:

\* E-Mail:

\* Company:

\* Phone:

Fax:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Country:

## Newsletter Customization Details

\* Website Address:

\* Advisor/Team Photo Caption (Front):  
(Limit: 80 characters.)

\* Custom Message (Front):  
(Limit: 585 characters.)

\* Disclaimer (Front):  
(Limit: 330 characters.)

\* Mission/Thank-You (Back):  
(Limit: 133 characters.)

- Use Front Advisor/Team Photo for Back Advisor/Team Photo
- My delivery and billing addresses are the same.

## Quantity and Payment Details

Please enter in below your desired quantity and your payment option. There is no minimum quantity for your order.

After receipt of this order form and information, a member of the Life Notes staff will contact you to gather your payment information. There will be a one-time \$500 set-up fee added to your total.

\* Quantity:

\* Payment Options (Choose one):

- Annual (20% Discount)
- Quarterly (10% Discount)
- Monthly (Full Price)

After filling out the form, click the "Validate Form" button below to make sure that all the form fields have been filled in. If a field was missed, fill in that information, and click the "Validate Form" button again. After all the fields have been validated and checked a "Save Form" button will appear. Click the "Save Form" button to save your form to your desktop. From there you can attach it to an e-mail to send to Life Notes.