

## CIPF Brochures

### Order Instructions

CIPF brochures are available exclusively for CIPF member firms and can be ordered from CIPF's printer, Avant Imaging & Integrated Media Inc. (AIIM).

Members have the option of ordering either **blank** or **imprinted** hard copy brochures, or an electronic brochure.

The electronic brochure is also available in an accessible format, which complies with the Accessibility for Ontarians with Disabilities Act (AODA).

Member firms can choose to provide the version of the CIPF Official Brochure dated December 2016 to customers until a) a new CIPF Official Brochure is available or b) December 31, 2024. Staff recommend that member firms limit the purchase of hard copy brochures and purchase an electronic version of the CIPF Official Brochure, to reduce the possibility of excess inventory held on December 31, 2024.

#### **Blank:**

Blank brochures **MUST** be stamped or printed with the legal name of the CIRO-regulated firm, in the white space on the back of the brochure.

#### **Imprinted:**

Imprinted brochures **MUST** include the legal name of the CIRO-regulated firm. The imprinting may also include the member firm's logo and/or address.

#### **Electronic:**

Electronic brochures **MUST** include the legal name of the CIRO-regulated firm. The imprinting may also include the member firm's logo and/or address. CIPF's printer will enter this information in the white space provided on the brochure.

### How to Order CIPF Brochures

1. Members order brochures from AIIM, CIPF's printer, by completing the order form on the CIPF website and e-mailing the signed order form to AIIM. Please ensure that the contact information provided is complete, clear, and legible and that an e-mail address is provided for each order.



2. For hard copy brochures, the minimum order quantity is 500 for blank brochures, or 1,000 for imprinted brochures. The cost is specified on the order form.
3. For hard copy brochures, orders will be shipped within 5 working days from the date payment is received for blank brochures, and 10 working days from the date payment is received for imprinted brochures.
4. The cost of the electronic brochure and the AODA-compliant electronic brochure are specified on the order form. Note that the cost of creative assembly for the AODA-compliant electronic brochure is \$170 (the cost of creative assembly is \$160 for all other brochures).
5. For electronic brochures (other than AODA-compliant electronic brochures), orders will be provided to members within 5 working days from the date of payment. Orders for AODA-compliant electronic brochures are batched for production by AIIM on a bi-weekly basis and will be provided to members within 10-15 working days from the date of payment.
6. Upon receipt of the order form, AIIM will invoice the member firm directly for the cost of the brochures. The invoice will be accompanied by the payment instructions. Payment is due prior to delivery of the brochures.
7. Members may request rush shipment on the order form. The additional charge will be notified to the member firm by AIIM in advance.



## MEMBER INFORMATION

### INVOICE TO:

Member Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### SHIP TO:

Member Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## SECTION 1 - CIPF BROCHURES (blank, with no imprint)

Note: Minimum order quantity is 500 brochures - Additional in bundles of 500.

Item #	Description	# of Bundles	Cost	Total Cost
HAF	Handling & Administration Fee		\$20.00	20.00
E-BB1	English CIPF Brochures	_____	\$75.00/500	.00
F-BB1	French CIPF Brochures	_____	\$75.00/500	.00
<b>Total Section 1 \$</b>				<input type="text"/>

## SECTION 2 - CIPF BROCHURES HARD COPY AND ELECTRONIC (imprinted with the legal name of the New SRO-regulated firm)

Note regarding hard copies: Minimum order quantity is 1,000 brochures - Additional in increments of 500.

English and French brochures may be combined (in 500's) to make up the minimum quantity of 1,000.

The cost of creative assembly is \$170 for AODA-compliant electronic brochures and \$160 for all other brochures.

Item #	Description	# of Units	Unit Cost	Total Cost
CA	Creative Assembly (including proofs)		\$160.00	160.00
E-IMB1	English Imprinted Brochures (up to 5,000)		\$85.00/500	.00
E-IMB2	English Imprinted Brochures (5,000+)		\$83.00/500	.00
F-IMB1	French Imprinted Brochures (up to 5,000)		\$85.00/500	.00
F-IMB2	French Imprinted Brochures (5,000+)		\$83.00/500	.00
E-EL	English Imprinted Electronic Brochure		\$50.00/1	.00
F-EL	French Imprinted Electronic Brochure		\$50.00/1	.00
CAA	Creative Assembly for AODA-compliant Brochures (including proofs)		\$170.00	170.00
E-ELA	English Imprinted Electronic Brochure (AODA-compliant)		\$75.00/1	.00
F-ELA	French Imprinted Electronic Brochure (AODA-compliant)		\$75.00/1	.00
Non-AODA Items Subtotal				
AODA-compliant Items Subtotal				
<b>Total Section 2 \$</b>				<input type="text"/>

\*Applicable Taxes and Shipping Extra. Brochures will be shipped out within 5 working days for blank brochures, 10 working days for imprinted brochures, and emailed within 5 working days for electronic brochures (other than AODA-compliant electronic brochures). Orders for AODA-compliant electronic brochures are batched for production by AIIM on a bi-weekly basis, and will be emailed within 10-15 working days. Shipping will be charged at the most economical ground rate available, unless noted otherwise below.

### RUSH SHIPMENT REQUIRED! PLEASE SHIP WITHIN 2 WORKING DAYS OF RECEIPT

YES  NO

An additional fee will apply to all rush CIPF brochure orders (to be quoted in advance).

### Order placed by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_