

CIPF Brochures

Order Instructions

CIPF brochures are available exclusively for CIPF Members and can be ordered directly 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.

As of August 2021, the electronic brochure is also available in an accessible format, which complies with the Accessibility for Ontarians with Disabilities Act (AODA).

Blank:

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

Imprinted:

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

Electronic:

Electronic brochures **MUST** include the legal name of the IIROC-regulated firm. The imprinting may also include the Member'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 or faxing 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 filled within 5 working days for blank brochures and 10 working days 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 \$140 for all other brochures).



- 5) For electronic brochures (other than AODA-compliant electronic brochures), orders will be filled within 5 working days. Orders for AODA-compliant electronic brochures are batched for production by AIIM on a bi-weekly basis and will be filled within 10-15 working days.
- 6) CIPF's printer, AIIM, will invoice the Member directly for the cost of the brochures. Payment is due to AIIM 30 days after receipt of the invoice.
- 7) Members may request rush shipment on the order form. The additional charge will be notified to the Member by AIIM in advance.



Canadian Investor Protection Fund

CIPF BROCHURE ORDER FORM



Send order by e-mail: cipf@aiim.com or
by fax: 905 841 6678 • Tel: 416 798 7110 ext 342

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 | | \$16.00 | 16.00 |
| E-BB1 | English CIPF Brochures | _____ | \$40.00/500 | _____ .00 |
| F-BB1 | French CIPF Brochures | _____ | \$40.00/500 | _____ .00 |
| Total Section 1 \$ | | | | <input type="text"/> |

SECTION 2 - CIPF BROCHURES HARD COPY AND ELECTRONIC (imprinted with the legal name of the IIROC-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 \$140 for all other brochures.

| Item # | Description | # of Units | Unit Cost | Total Cost |
|-------------------------------|---|------------|-------------|----------------------|
| CA | Creative Assembly (including proofs) | | \$140.00 | 140.00 |
| E-IMB1 | English Imprinted Brochures (up to 5,000) | | \$50.00/500 | .00 |
| E-IMB2 | English Imprinted Brochures (5,000+) | | \$48.00/500 | .00 |
| F-IMB1 | French Imprinted Brochures (up to 5,000) | | \$50.00/500 | .00 |
| F-IMB2 | French Imprinted Brochures (5,000+) | | \$48.00/500 | .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 | | | | |
| Total Section 2 \$ | | | | <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: _____