

1 **BILL TO**

Name _____
 Street Address _____
 City _____ State _____ Zip _____
 () _____ () _____
 Phone _____ Fax _____
 Email _____
 _____ for order confirmation
 Please check if this is your first order Please check if new address
 Purchase Order # _____

SHIP TO

Name _____
 Attention _____
 Street Address _____
 City _____ State _____ Zip _____
 Dropship P.O.# _____

SHIP VIA Flat Rate Ground Shipping and Handling \$6.95 (business cards only)
 Ground
 Other _____ (billed actual rates)

Send More: Order Forms

2 ORDER INFORMATION

(Please refer to the catalog for size, stock, and ink selections.)

- New Order
- Reorder
- Reorder with changes

PAGE # _____ REORDER # _____

PRODUCT Select one of the following:

- Magnets
- Business Cards
- Post Cards
- Brochures / Posters
- Barricade Tape
- Printed Tape

SIZE _____

BACKSIDE PRINTING (Not applicable to Magnets, Barricade Tape or Printed Tape.)

- Yes
- No

QTY. _____ **QUOTE** _____

STOCK _____

VARNISH Yes No

VARIABLE DATA Yes No File Type _____

3 PAYMENT INFORMATION / PRICING

- Credit Card



Exp. Date _____ Name on card _____

- Open Account (If you are not presently on open account, enclose bank and trade references.)

- Check enclosed (Please add \$5.00 shipping and handling to all pre-paid label orders of 10,000 labels or less, catalog orders only / ground service only, contiguous U.S.A. only.)

Quantity	x	Unit Price	=	Extended Price
_____		\$ _____		\$ _____

Upcharges (add if applicable, see page 50 for details)

Art Reduce, Enlarge or Cleanup	No Charge	
Bleed	\$10.00* ea.	
Proof	\$15.00* ea.	
UV Varnish	Call for Quote	
Other		

*Please refer to distributor information. **TOTAL** \$ _____

ARTWORK (We print within an 1/8" margin or bleed charge applies.)

- Artwork enclosed (sharp black and white only)
- Screen (No Charge)
- Reduce (No Charge)
- Enlarge (No Charge)

If your artwork is not sharp and clean should we:

- Print as is?
- Phone you for better artwork?
- Perform minor cleanup and enhancement at no charge if needed?
(If difficult cleanup required we will call and advise pricing.)

DISK ARTWORK

SOFTWARE: _____
(Please indicate software version)

Note: Please provide EPS files and both screen and printer fonts along with the original documents.

See distributor information for complete artwork guidelines.

Additional Instructions: _____

