

**PLEASE COMPLETE ORDER FORM
ACCURATELY & CLEARLY**

STOCK	QUANTITY
ITEM	INK COLOR
<input type="checkbox"/> BUSINESS CARDS <input type="checkbox"/> LETTERHEADS <input type="checkbox"/> ENVELOPES SIZE _____ <input type="checkbox"/> TEL-A-DEX CARD <input type="checkbox"/> CARI-A-CARD® <input type="checkbox"/> FOLD-R-CARD® ___ FULL FOLD ___ SHORT FOLD <input type="checkbox"/> ANNOUNCEMENT # _____ <input type="checkbox"/> HANG-AD® ___ REGULAR ___ LARGE <input type="checkbox"/> FLYERS/BROCHURES <input type="checkbox"/> POST CARDS <input type="checkbox"/> CARBONLESS FORMS <input type="checkbox"/> RAFFLE TICKETS <input type="checkbox"/> OTHER _____	<p>STANDARD COLORS</p> <input type="checkbox"/> BLACK <input type="checkbox"/> PROCESS BLUE <input type="checkbox"/> RED 185 <input type="checkbox"/> GOLD 873 <input type="checkbox"/> REFLEX BLUE <input type="checkbox"/> SILVER 877 <input type="checkbox"/> BURGUNDY 207 <input type="checkbox"/> BROWN 469 <input type="checkbox"/> GREEN 356 <input type="checkbox"/> TEAL 320 <input type="checkbox"/> ORANGE 151 <input type="checkbox"/> GRAY 423 <input type="checkbox"/> 342 GREEN <p>PREMIUM COLORS</p> <input type="checkbox"/> 281 BLUE <input type="checkbox"/> 201 BURGUNDY <input type="checkbox"/> 300 BLUE <input type="checkbox"/> ORANGE 165 <input type="checkbox"/> 208 BURGUNDY <input type="checkbox"/> VIOLET <input type="checkbox"/> 012 YELLOW <input type="checkbox"/> RHOD. PINK <input type="checkbox"/> 347 GREEN <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____ <input type="checkbox"/> SECOND SIDE INK COLOR _____ <input type="checkbox"/> FULL COLOR <input type="checkbox"/> 4/0 <input type="checkbox"/> 4/4 <input type="checkbox"/> FOIL _____

PRINTING ORDER FORM

DEALER _____	DATE _____
ADDRESS _____	
CITY _____	
PHONE _____	FAX _____
QUOTE REF. # _____	P.O. # _____ (If Required)
TYPE SPECIFICATIONS	
MAINLINE TYPESTYLE _____	BODY COPY TYPESTYLE _____
LOGO	
<input type="checkbox"/> LOGO FROM CATALOG	<input type="checkbox"/> CUSTOMER SUPPLIED LOGO
LOGO # _____	<input type="checkbox"/> ART ATTACHED
	<input type="checkbox"/> RETURN ART
REORDER INFORMATION	
REORDER NO. _____	
<input type="checkbox"/> EXACT REORDER <input type="checkbox"/> REORDER W/CHANGES	
<i>Attach a sample and mark changes directly on the sample.</i>	

PRINTING PROCESS	SPECIAL INSTRUCTIONS AND CUSTOM SERVICES	
<input type="checkbox"/> RAISED PRINTING <input type="checkbox"/> FLAT PRINTING <input type="checkbox"/> SECOND SIDE FLAT <input type="checkbox"/> SECOND SIDE RAISED		<input type="checkbox"/> PROOF <input type="checkbox"/> DROP SHIP

INDICATE MAINLINE WITH ARROW	1. Print copy clearly on lines below in proper sequence and in approximate position each line is to appear 2. Indicate MAINLINE or largest type line with an (→) in left column. 3. If TWO (or more) INK COLORS are used mark color of each line in column at right. 4. Attach previously printed sample if possible and mark changes wanted. 5. Body copy is 8 pt. medium Helvetica (see catalog type) unless otherwise specified.	INDICATE COLOR
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

PRICING INFORMATION

BASE PRICE	_____
CUSTOM SERVICES	_____

TOTAL COST	_____

CUSTOMER APPROVAL

CUSTOMER SIGNATURE INDICATING ORDER APPROVAL

BCT USE ONLY