

## BILLING INFORMATION

PLEASE INCLUDE YOUR ACCOUNT # TO PROCESS YOUR ORDER

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**PROOF REQUESTED**  FAX  E-MAIL WRITE ADDRESS BELOW

YOUR ORDER DATE:

YOUR P.O. NUMBER:

**RUSH JOB!**  
IN HAND BY:

I UNDERSTAND ADD'L CHARGES MAY APPLY

QUOTE NUMBER:

## SHIPPING INFORMATION

I WILL PICK UP  DELIVER TO ME  SHIP TO ME

DROP DELIVER TO ADDRESS BELOW:

DROP SHIP TO ADDRESS BELOW:

UPS IS OUR PREFERRED SHIPPER — CHOOSE IF SHIPPING

UPS GROUND  NEXT DAY AIR  2<sup>ND</sup> DAY AIR

OTHER \$5 ADD'L HANDLING FEE — PLEASE CALL FOR DETAILS

## STEP 1 — SELECT PRODUCT (PLEASE — ONE FORM PER ORDER WHEN ORDERING MULTIPLE PRODUCTS)

- |   |  |  |  |  |  |
|---|--|--|--|--|--|
| <input type="checkbox"/> BUSINESS CARD                                    | <input type="checkbox"/> FOLDOVER                                      | <input type="checkbox"/> Jot/a/Card®                               | <input type="checkbox"/> MEMO PADS           | <input type="checkbox"/> POSTCARD                            | <input type="checkbox"/> COMMERCIAL ENVELOPE   |
| <input type="checkbox"/> BUSINESS CARD<br>2 Sided                         | <input type="checkbox"/> SHORT FOLD <input type="checkbox"/> FULL FOLD | <input type="checkbox"/> SHIPPING LABELS                           | 4 1/4 x 5 1/2                                | 3 1/2 x 5 <input type="checkbox"/> 3 1/2 x 5 1/2             | SIZE:  |
| <input type="checkbox"/> PREPRINTED BACKGROUND<br>— DIGITAL BUSINESS CARD | <input type="checkbox"/> ODD SIZE FOLD                                 | 3 1/2 x 2 <input type="checkbox"/> 3 x 5                           | 4 1/4 x 6                                    | 4 x 6 <input type="checkbox"/> 4 1/4 x 6                     | <input type="checkbox"/> #10 <input type="checkbox"/> #9 <input type="checkbox"/> #6 3/4 NO SECURITY |
| <input type="checkbox"/> DIGITAL BUSINESS CARD                            | <input type="checkbox"/> MASTER SHELL PROGRAM                          | 4 1/4 x 5 1/2 <input type="checkbox"/> 4 x 6                       | 5 1/2 x 8 1/2                                | 5 x 8 <input type="checkbox"/> 5 1/2 x 8 1/2                 | CHOOSE STYLE:  |
| <input type="checkbox"/> ODD SIZE CARD                                    | <input type="checkbox"/> IMPRINT                                       | <input type="checkbox"/> LETTERHEAD                                | ODD SIZE _____                               | 6 x 9 <input type="checkbox"/> RACK CARD                     | <input type="checkbox"/> REGULAR <input type="checkbox"/> WINDOW                                     |
| <small>PLEASE SPECIFY SIZE</small>  | <input type="checkbox"/> ROTARY FILE CARD                              | <input type="checkbox"/> STANDARD <input type="checkbox"/> MONARCH | <input type="checkbox"/> INVIT./ANNOUNCEMENT | <input type="checkbox"/> CUSTOM _____                        | <input type="checkbox"/> SECURITY  |
|   | <input type="checkbox"/> LEFT TAB <input type="checkbox"/> RIGHT TAB   | <input type="checkbox"/> HALF SHEET                                | 4 BAR PANEL                                  | <input type="checkbox"/> SELL SHEET/BROCHURE                 | <input type="checkbox"/> SECURITY WITH WINDOW  |
|   | <input type="checkbox"/> NO TAB <input type="checkbox"/> CENTER TAB    | <input type="checkbox"/> ENVELOPE                                  | 5 1/2 BAR PANEL                              | 8 1/2 x 11 <input type="checkbox"/> 11 x 17                  | SIZE:  |
|   | <input type="checkbox"/> NOTE CARD                                     | #10 <input type="checkbox"/> MONARCH                               | 6 BAR PANEL                                  | <input type="checkbox"/> CUSTOM _____                        | <input type="checkbox"/> 10 x 13 <input type="checkbox"/> 9 x 12 <input type="checkbox"/> 6 x 9      |
|   | <input type="checkbox"/> SQUARE <input type="checkbox"/> ROUND         | A2   | 6 BAR FOLDER                                 | <input type="checkbox"/> FOLD <input type="checkbox"/> SCORE | CHOOSE STYLE:  |
|   |  |  | CUSTOM _____                                 |  | <input type="checkbox"/> BOOKLET <input type="checkbox"/> CATALOG                                    |

## STEP 2 — ORDER SPECIFICS

|   |                                     |  |
|---|-------------------------------------|--|
| QUANTITY                                | STOCK NAME                          | STOCK COLOR  |
| 1ST INK / FOIL                          | 2ND INK / FOIL                      | 3RD INK / FOIL                                     |
| 4TH INK / FOIL                          | CMYK / PROCESS COLOR                |  |
| MAINLINE FONT                           | BODY FONT                           | CATALOG LAYOUT #                                   |
| CATALOG ART #                           |                                     |  |
| <input type="checkbox"/> RAISED         | <input type="checkbox"/> FLAT       | <input type="checkbox"/> LASER RAISED (LASER SAFE) |
| <input type="checkbox"/> DIGITAL COLOR  | <input type="checkbox"/> FOIL STAMP | <input type="checkbox"/> FOIL EMBOSSED             |
| <input type="checkbox"/> BLIND EMBOSSED |                                     |  |

## STEP 3 — ADDITIONAL INSTRUCTIONS

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## ATTACH PREVIOUS OR ACTUAL COPY FOR ORDER

**YOU'RE RESPONSIBLE FOR ALL COPY ON 100% CAMERA READY LASERS, DISKS & EMAILS**

WE DO NOT RETURN ANY ART RECEIVED IN THE FORM OF A LASER PRINT OUT.

**"HOUSE STANDARDS" ...see Ordering Guide section for Prepress Standards. WE ARE NOT RESPONSIBLE FOR HANDWRITTEN COPY.**

**\*\*\* ARTWORK TO BE SCANNED... DO NOT USE DOUBLE SIDED TAPE, COVER ART WITH TAPE OR WRITE ON THE ARTWORK\*\*\***

PREVIOUS INVOICE: \_\_\_\_\_

DATE: \_\_\_\_\_

MAINLINE: \_\_\_\_\_

### BCP USE ONLY

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