

Date of Order _____ Date Received _____

Business Card

Stock /Color _____
 Ink Color(s) _____
 Quantity _____
 Layout No. _____
 Stock Art No. _____

24 HOUR RUSH
 (Bright White/Black Only)

PROOF REQUIRED

FLAT PRINT (2M ON BC)

2-SIDED- BLACK BACK STD

2-SIDED COLOR BACK

FOIL STAMPING

BLIND EMBOSING

FOIL EMBOSING

*Attach Artwork, Sample Card or
 B.C.E./Fantastic Paste-up Card*

*When reordering with dated or digital
 paste up card, please provide photocopy for faxing or
 attach the original on this order form*

**MAKE ANY CHANGES NECESSARY, NAME, PHONE,
 FAX, TITLE, ADDRESS, ETC.**

Invitation/Announcement

Size _____
 Stock Color _____
 Ink Color(s) _____
 Quantity _____

Please choose any one of our mainline typestyles from our catalog. If no typestyle is chosen, we will match as close as possible or shoot a stat from your supplied sample (based on condition.) Choose any typestyle for body copy **except: C-1, C-2, C-3, C-4; D-1, D-3; E-3; H-3; J-1, J-2; Q-1, Q-2, Q-3, Q-4; and Z-1.** If any of these styles are chosen, we will **AUTOMATICALLY REPLACE IT WITH 8 PT. HELVETICA MEDIUM.** INDICATE TYPESTYLES BELOW.

Additional Instructions: _____

Mainline Typestyle
draw arrow

Body Copy Typestyle
check one box

UPPER CASE Style
 Upper & Lower

1st Ink Color
draw arrow

2nd Ink Color
draw arrow

Set _____ Pos _____

**EVERYTHING THAT YOU WANT TO PRINT SHOULD APPEAR IN THE ABOVE BOX.
 PLEASE PRINT OR TYPE CLEARLY. WE DO NOT CORRECT SPELLING ERRORS.**

CUST ART NO TYPE	ART NO TYPE	FILE	OP	TY	KL	PF	PR	SL
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9AM

DEALER INFORMATION FOR DROP SHIP, ATTACH A SEPARATE LABEL

Contact _____
FOR QUESTIONS REGARDING THIS ORDER

Telephone () _____

Fax () _____

Dealer _____

Address _____
THIS IS YOUR ACCOUNT NUMBER

City _____ State _____ Zip _____

BASE PRICE	CODE	BCE USE
24 HOUR RUSH (Bright White/Black Only)		
2 SIDED PRINTING	2SM	
STOCK ART / FROM OUR CATALOG	PU	
STOCK ART BORDER	SB	
PMS	PMS	
ENLARGEMENT OR REDUCTION	RE	
CURVED TYPE	CT	
ADDITIONAL LINES OF TYPE	AT	
SCREENS OR PHANTOM LOGO	SCR	
CLOSE REGISTRATION	CR	
PROOFING COPY	PF	
ARTWORK	AW	
HAIRLINE REGISTRATION	HR	
BLEEDS	BL	
VERTICAL CARD	V	
PMS / NON STD (Minimum Charge)	PW	
FLAT PRINTING	FL	
UPS SHIPPING OR DROP SHIP	DS	

BUSINESS CARD / INVITATION ORDER FORM