

Date of Order _____ Date Received _____

Letterhead	Envelope
Stock & Color _____	Stock & Color _____
Ink Color or Colors _____	Ink Color or Colors _____
Quantity _____	Quantity _____
Layout No. _____	Layout No. _____
Stock Art No. _____	Stock Art No. _____
<input type="checkbox"/> Laser-Proof	<input type="checkbox"/> Laser-Proof <input type="checkbox"/> Back Flap Printing
<input type="checkbox"/> 48 HOUR RUSH	<input type="checkbox"/> PROOF REQUIRED <input type="checkbox"/> FLAT PRINT
<input type="checkbox"/> FOIL STAMPING	<input type="checkbox"/> BLIND EMBOSSING <input type="checkbox"/> FOIL EMBOSSING

CUST ART NO TYPE	ART NO TYPE	FILE	OP
TY	KL	PF	PR

Additional Instructions: _____

Letterhead actual size is 8 1/2 x 11

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.) INDICATE TYPESTYLES BELOW.

Mainline Typestyle
<i>draw arrow</i>

Body Copy Typestyle
<i>check one box</i>
UPPER CASE <input type="checkbox"/> Style
Upper & Lower <input type="checkbox"/>

1st Ink Color
<i>draw arrow</i>

2nd Ink Color
<i>draw arrow</i>

Envelope actual size is 9 1/2 x 4 1/8 (#10 regular)

Indicate back flap printing - if selected

Mainline Typestyle
<i>draw arrow</i>
Body Copy Typestyle
<i>check one box</i>
UPPER CASE <input type="checkbox"/> Style
Upper & Lower <input type="checkbox"/>
1st Ink Color
<i>draw arrow</i>
2nd Ink Color
<i>draw arrow</i>

DEALER INFORMATION	FOR DROP SHIP, ATTACH A SEPARATE LABEL
Contact _____	<i>FOR QUESTIONS REGARDING THIS ORDER</i>
Telephone () _____	
Fax () _____	
Dealer _____	
Address _____	<i>THIS IS YOUR ACCOUNT NUMBER</i>
City _____ State _____ Zip _____	

BASE PRICE	CODE	BCE USE
48 HOUR RUSH (Bright White/Black Only)		
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	B	
PMS / NON STD	PW	
LASER PROOF THERMO.	LPT	
UPS SHIPPING LH & ENV OR DROP SHIP	DS	

LETTERHEAD AND ENVELOPE ORDER FORM