

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**

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: _____

*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.**

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>	
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	LAYOUT AUTHORIZATION _____
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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
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