

Date of Order _____ Date Recv'd _____

Card Stock and Color _____
Ink /Foil Color or Colors _____
Quantity _____
USE A SEPARATE ORDER FORM FOR EACH NAME

Foil or Emboss
(please circle one)

CAUTION!!!! PROOFREAD CAREFULLY
SPECIFIC RESULTS REQUIRE SPECIFIC INSTRUCTIONS
 (every letter and punctuation mark)
 We do not assume responsibility for complications resulting from composition errors.

X _____
 CUSTOMER AUTHORIZATION

Please return artwork

2 Sided Card

Foldover Card Even Fold Uneven Fold

Stock Art
INDICATE POSITION BELOW

Raised Printing

Flat Printing
**If not checked your order will be printed raised.*

RE-Order/File Number

 MUST HAVE SAMPLE ATTACHED

Additional Instructions:

1st Ink Color
DRAW ARROW

2nd Ink Color

Mainline Style No.
DRAW ARROW

ALL CAPS
 Upper & Lower

3rd Ink Color
DRAW ARROW

Body Copy Style No.

ALL CAPS
 Upper & Lower

Set _____ Pos. _____

Information listed in the box below is what will appear on your card.

Bleed This Side

Bleed This Side

OP	GP	SC	GR	TY	PF / 1	CORR	PF / 2	PR	SL	BOARD #

DEALER NAME DO NOT USE AS A DROP SHIP LABEL
YOU MUST FILL OUT TO RECEIVE YOUR ORDER. REMEMBER TO INDICATE ABOVE HOW YOU WILL RECEIVE ORDER

Contact _____
FOR QUESTIONS REGARDING THIS ORDER

Telephone () _____

Dealer _____

Address _____
THIS IS YOUR ACCOUNT NO.

City _____ **State** _____ **Zip** _____

I have not forgotten to make a copy of this order for my records.

YOUR P.O. # _____

PLEASE CHECK ONE TO RECEIVE YOUR ORDER

BCE Delivery

UPS To Me

I Will Pick Up

Drop Ship To My Customer

(I have enclosed a shipping label made out from us to our customer.)

This Box For BCE Use Only

Base Price	_____
Proof	Proof x _____
Paste Up / Logo	PU x _____
Border	SB x _____
Curved Type	CT x _____
Additional Lines	AL x _____
Back Flap	BFP x _____
LaserSafe	LS _____
Exact Registration	ER x _____
Bleeds	BD x _____
PMS	PMS x _____
Press Wash (Non Standard Combos)	PW x _____
Cutting / Scoring	SCC x _____
Drop Ship / UPS	\$ _____

★ business card order form side
 Bleed This Side