

	ACCOUNT NUMBER	SHIP DATE (OFFICE USE ONLY)	PARTS
	PURCHASE ORDER NUMBER	DATE RECEIVED	CAT
DEALER NAME AND ADDRESS	ESTIMATE NUMBER	PLEASE ENCLOSE	SOURCE
	<input type="checkbox"/> NEW ORDER <input type="checkbox"/> EXACT REORDER <input type="checkbox"/> REORDER WITH CHANGES # _____ <input type="checkbox"/> REQUEST A QUOTE	CREDIT CARD INFORMATION EXP. DATE ____ / ____ # _____	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express

PROOFS

☐ **PROOF REQUIRED**
☐ BLACK AND WHITE PROOF ☐ COLOR PROOF
☐ PRESS PROOF (QUOTE REQUIRED)

☐ FAX _____

☐ EMAIL _____

☐ MAIL _____

ORDER INFORMATION

QUANTITY	SIZE/DIE
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PRODUCT NAME

ITEM NUMBER /STYLE NUMBER

STOCK (TYPE & COLOR)

TYPESTYLE / MONOGRAM ☐ MATCH AS CLOSE AS POSSIBLE

MAINLINE _____

BODY COPY _____

ARTWORK (INDICATE POSITION)

☐ STOCK LOGO # _____

☐ ARTWORK WAS EMAILED ☐ FOLLOW SAMPLE / MOCK-UP

☐ USE ARTWORK AS IS ☐ CONTACT FOR BETTER ARTWORK

☐ TOUCH-UP IF POSSIBLE (WILL ADVISE OF CHARGE OVER \$15)

FIRST COLOR / PROCESS ☐ FLAT ☐ RAISED
(NOT AVAILABLE ON PACKAGING OR LABEL PRODUCTS)

☐ STANDARD ☐ PMS ☐ MULTICOLOR ☐ FOUR COLOR PROCESS

☐ FOIL STAMPED ☐ EMBOSSEING ☐ OTHER _____

SECOND COLOR / PROCESS ☐ FLAT ☐ RAISED
(NOT AVAILABLE ON PACKAGING OR LABEL PRODUCTS)

☐ STANDARD ☐ PMS ☐ MULTICOLOR ☐ FOUR COLOR PROCESS

☐ FOIL STAMPED ☐ EMBOSSEING ☐ OTHER _____

THIRD COLOR / PROCESS ☐ FLAT ☐ RAISED
(NOT AVAILABLE ON PACKAGING OR LABEL PRODUCTS)

☐ STANDARD ☐ PMS ☐ MULTICOLOR ☐ FOUR COLOR PROCESS

☐ FOIL STAMPED ☐ EMBOSSEING ☐ OTHER _____

BACK IMPRINT/INSIDE COPY

☐ STANDARD ☐ PMS ☐ MULTICOLOR ☐ FOUR COLOR PROCESS

CONSECUTIVE NUMBERING (STARTING NUMBER)

PRESENTATION FOLDERS

BRASS DIE

☐ FOIL EMBOSSED MULTI-LEVEL DIE

☐ FOIL COLOR _____

☐ BLIND EMBOSSED MULTI-LEVEL DIE

☐ BLIND EMBOSSED SINGLE-LEVEL DIE

BUSINESS CARD SLITS & POCKETS
(FOLDERS ONLY)

☐ BUSINESS CARD SLITS
☐ NONE ☐ HORIZONTAL ☐ VERTICAL

OTHER SLITS _____

POSITION ON POCKET
☐ RIGHT ☐ LEFT ☐ BOTH

PRODUCT LAYOUT
(TEMPLATES ARE AVAILABLE ONLINE)

FOLDER

BACK
FRONT

FOLD
FOLD

PACKAGE

WIDTH _____ x DEPTH _____ x HEIGHT _____

PLEASE ATTACH PACKAGING MOCK-UP FOR LAYOUT PURPOSES

LABEL FINISHING

☐ # OF LABELS PER ROLLS _____

(ADDITIONAL CHARGES MAY APPLY)

☐ BEND & PEEL ☐ PINFED/FANFOLD

☐ INDIVIDUALLY CUT ☐ SHEETS

SPECIAL INSTRUCTIONS

MAINLINE

PLEASE INDICATE COLOR SEPARATIONS

STAMPS & EMBOSSEERS

EMBOSSERS

ITEM #	LAYOUT #	QUANTITY
EMBOSSER POSITIONS		
ROUND EMBOSSEERS <input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT <input type="checkbox"/> TOP <input type="checkbox"/> BOTTOM		RECTANGLE EMBOSSEERS <input type="checkbox"/> TOP <input type="checkbox"/> BOTTOM <input type="checkbox"/> ENVELOPE FLAP

STOCK PRODUCTS

ITEM #	QUANTITY

STAMPS & DATERS AND REPLACEMENT INK & PADS

ITEM #	STAMP ITEM #	QUANTITY
<input type="checkbox"/> BLACK <input type="checkbox"/> GREEN <input type="checkbox"/> RED 2 COLOR DATER: <input type="checkbox"/> BLUE <input type="checkbox"/> VIOLET <input type="checkbox"/> PINK <input type="checkbox"/> BLACK/RED <input type="checkbox"/> BLUE/RED		

TYPESTYLE INFORMATION & LAYOUT

TYPESTYLE
(LIST TYPESTYLE NAME & CODE)

☐ CENTERED
☐ FLUSH LEFT
☐ FLUSH RIGHT
☐ SHRINK TO FIT
☐ FILL STAMP

☐ UPPER/LOWER
☐ ALL CAPS
☐ BORDER
☐ MATCH SAMPLE
☐ SIGNATURE STAMP

IF NOT MARKED, BLOCK, ALL CAPS AND CENTERED WILL BE USED.

SHIPPING

SHIPPING METHOD (STANDARD IS GROUND SERVICE)

DROP SHIP ADDRESS (ADDITIONAL CHARGE)

OFFICE USE ONLY

ATTACH BILLING LABEL HERE

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