

## ORDER FORM

DATE (MM/DD/YY)		MULTI-PAGE ORDER?	
		PAGE	OF

### DEALER INFORMATION

ACCOUNT NUMBER

### SHIPPING INFORMATION

SHIP TO DEALER     GROUND     3-DAY     2-DAY  
 DROP SHIP         NEXT DAY AM     NEXT DAY PM  
 MAIL     PRIORITY MAIL

SHIP TO NAME & ADDRESS

### P.O. NUMBER

### ORDER INFORMATION

CUSTOMER \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### RUSH ORDER?

**RUSH**  
 (EXTRA CHARGE, DOES NOT INCLUDE SHIPPING)

### PRINTING AND PROOFING

**We will print your order like our sample unless you specify otherwise.**

**PRINT EXACTLY** as on order form make no changes.  
 **MATCH LAYOUT** shown in:  
 Catalog \_\_\_\_\_ Page \_\_\_\_\_  
 **MAKE NECESSARY CHANGES** regarding:  
 Grammar     Layout     Punctuation  
 **SEND PROOF** on following (extra charge):  
 Item     Envelope     Both  
 Email proof \_\_\_\_\_  
 Faxproof \_\_\_\_\_

Are you **SENDING A PHOTOGRAPH** for this order?

Yes, print digital photo on card.  
 (upload photo to [www.printswellphotos.com](http://www.printswellphotos.com))

FILE NAME OF DIGITAL PHOTO YOU WILL SEND US?

### SPECIAL INSTRUCTIONS

### ITEM CODE & NAME      QUANTITY      ALBUM      PAGE #

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### PRODUCTS ORDERING (CHECK IF APPLICABLE)      DIE-CUT SHAPE

<input type="checkbox"/> ENCLOSURE CARDS <input type="checkbox"/> STICKERS <input type="checkbox"/> FOLDED ENCLOSURES	<input type="checkbox"/> ID TAG <input type="checkbox"/> BOOKMARK <input type="checkbox"/> ADDRESS LABELS	CHECK ONE <input type="checkbox"/> VERTICAL <input type="checkbox"/> HORIZONTAL	CODE #
<input type="checkbox"/> ENCLOSURE CARD ENVELOPES			

### MONOGRAM      CODE      INK COLOR      MOTIF CODE      INK COLOR      FOIL COLOR

	<input type="checkbox"/> BACKGROUND		<input type="checkbox"/> BACKGROUND		

### COPY (PRINT CLEARLY, CHECK SPELLING)

<input type="checkbox"/> MIXED (UNDERLINE CAPITALS)	<input type="checkbox"/> LOWER CASE	<input type="checkbox"/> UPPER CASE	LETTER STYLE	INK COLOR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

### ENVELOPE IMPRINTING (EXTRA CHARGE APPLIES; PRINT CLEARLY)

<input type="checkbox"/> MIXED (UNDERLINE CAPITALS)	<input type="checkbox"/> LOWER CASE	<input type="checkbox"/> UPPER CASE	LETTER STYLE	INK COLOR
1				
2				
3				
4				

### PRICING

BASE COST	\$	OTHER	\$
IMPRINTED ENVELOPES	\$	SUBTOTAL	\$
CUSTOM FEES	\$	TAX	\$
ENCLOSURE ENVELOPES	\$	SHIPPING/HANDLING	\$
RUSH PRINTING	\$	<b>TOTAL</b>	\$
PROOF	\$		