PrintsWell

PRINTERS OF FINE STATIONERY

EMAIL TO ORDERS@PRINTSWELL.COM
OR FAX TO 800.476.2007
WWW.SHOP.PRINTSWELL.COM

ORDER FORM
REV 5/25

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

DEALER INFORMATION

ACCOUNT NUMBER

SHIPPING INFORMATION

- [ ] SHIP TO DEALER
- [ ] DROP SHIP
- [ ] GROUND [ ] 3-DAY [ ] 2-DAY
- [ ] 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:
  Album _____ Page _____
- [ ] **MAKE NECESSARY CHANGES** regarding:
  - [ ] Grammar [ ] Layout [ ] Punctuation
- [ ] **SEND PROOF** on following (extra charge):
  - [ ] Item [ ] Envelope [ ] Both
  - [ ] Email proof to: _____
- [ ] **SENDING A PHOTOGRAPH/DESIGN FILE**
  for this order (upload at www.printswellphotos.com)
  FILE NAME:

PACKAGING

- [ ] PACKAGE THE ITEM IN A BOX (IF APPLICABLE)
  $1.20 SERVICE FEE PER 50

SPECIAL INSTRUCTIONS

- [ ] APPROVE SPECIAL FEES (COLOR/DESIGN CHANGE, ETC)

ITEM CODE & NAME | QUANTITY | ALBUM | PAGE

PRODUCTS ORDERING   (CHECK IF APPLICABLE)

- [ ] ENCLOSURE CARDS
- [ ] STICKERS
- [ ] FOLDED ENCLOSURES
- [ ] ID TAG
- [ ] BOOKMARK
- [ ] ADDRESS LABELS
- [ ] ENCLOSURE CARD ENVELOPES

CHECK ONE
[ ] [ ]
VERTICAL HORIZONTAL

DIE-CUT SHAPE
CODE #

PAPER UPGRADE

MONOGRAM	FONT	INK COLOR	MOTIF #	INK COLOR
		[ ] BACKGROUND		[ ] BACKGROUND

FOIL COLOR

COPY (PRINT CLEARLY, CHECK SPELLING)

[ ] MIXED (Underline Capitals) [ ] LOWER CASE [ ] UPPER CASE | FONT | INK COLOR

#		FONT	INK COLOR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

ENVELOPE

RETURN ADDRESS ON BACK OF ENVELOPE
[ ] MIXED (Underline Capitals) [ ] LOWER CASE [ ] UPPER CASE | FONT | INK COLOR

#		FONT	INK COLOR
1			
2			
3			
4			

- [ ] LINED ENVELOPES
  COLOR (OR ITEM #):

- [ ] ENVELOPE ADDRESSING ON FRONT
  EMAIL SPREADSHEET TO
  ENVELOPES@PRINTSWELL.COM | FONT | INK COLOR

PRICING

BASE COST	$	SUBTOTAL	$
ENVELOPES	$	TAX	$
FEES	$	SHIPPING/HANDLING	$
PACKAGING FEE	$		
OTHER	$	**TOTAL**	$