



PRINTERS OF FINE STATIONERY  
EMAIL TO [ORDERS@PRINTSWELL.COM](mailto:ORDERS@PRINTSWELL.COM)  
OR FAX TO 800.476.2007  
[WWW.SHOP.PRINTSWELL.COM](http://WWW.SHOP.PRINTSWELL.COM)

# ORDER FORM

REV 5/25

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

DEALER INFORMATION
ACCOUNT NUMBER

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SHIPPING INFORMATION
<input type="checkbox"/> SHIP TO DEALER <input type="checkbox"/> GROUND <input type="checkbox"/> 3-DAY <input type="checkbox"/> 2-DAY <input type="checkbox"/> DROP SHIP <input type="checkbox"/> NEXT DAY AM <input type="checkbox"/> NEXT DAY PM <input type="checkbox"/> MAIL <input type="checkbox"/> PRIORITY MAIL

SHIP TO NAME & ADDRESS

P.O. NUMBER

ORDER INFORMATION
CUSTOMER PHONE
E-MAIL ADDRESS

RUSH ORDER?
<input type="checkbox"/> <b>RUSH</b> (EXTRA CHARGE, DOES NOT INCLUDE SHIPPING)

PRINTING AND PROOFING
We will print your order like our sample unless you specify otherwise.
<input type="checkbox"/> <b>PRINT EXACTLY</b> as on order form make no changes.
<input type="checkbox"/> <b>MATCH LAYOUT</b> shown in: Album _____ Page _____
<input type="checkbox"/> <b>MAKE NECESSARY CHANGES</b> regarding: <input type="checkbox"/> Grammar <input type="checkbox"/> Layout <input type="checkbox"/> Punctuation
<input type="checkbox"/> <b>SEND PROOF</b> on following (extra charge): <input type="checkbox"/> Item <input type="checkbox"/> Envelope <input type="checkbox"/> Both <input type="checkbox"/> Email proof to: _____

<input type="checkbox"/> <b>SENDING A PHOTOGRAPH/DESIGN FILE</b> for this order (upload at <a href="http://www.printswellphotos.com">www.printswellphotos.com</a> ) FILE NAME:
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PACKAGING
<input type="checkbox"/> <b>PACKAGE THE ITEM IN A BOX (IF APPLICABLE)</b> \$1.20 SERVICE FEE PER 50

SPECIAL INSTRUCTIONS
<input type="checkbox"/> APPROVE SPECIAL FEES (COLOR/DESIGN CHANGE, ETC)

ITEM CODE & NAME	QUANTITY	ALBUM	PAGE #

PRODUCTS ORDERING (CHECK IF APPLICABLE)	DIE-CUT SHAPE
<input type="checkbox"/> FLAT ENCLOSURE CARDS <input type="checkbox"/> ID TAG <input type="checkbox"/> FOLDED ENCLOSURE CARDS <input type="checkbox"/> BOOKMARK <input type="checkbox"/> STICKERS <input type="checkbox"/> ADDRESS LABELS	CHECK ONE <input type="checkbox"/> VERTICAL <input type="checkbox"/> HORIZONTAL
<input type="checkbox"/> ENCLOSURE CARD ENVELOPES	CODE #
<input type="checkbox"/> MONOGRAM <input type="checkbox"/> FONT <input type="checkbox"/> INK COLOR <input type="checkbox"/> MOTIF # <input type="checkbox"/> INK COLOR	PAPER UPGRADE
<input type="checkbox"/> BACKGROUND	FOIL COLOR

COPY (PRINT CLEARLY, CHECK SPELLING)	FONT	INK COLOR
<input type="checkbox"/> MIXED (UNDERLINE CAPITALS) <input type="checkbox"/> LOWER CASE <input type="checkbox"/> UPPER CASE		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

ENVELOPE	FONT	INK COLOR
RETURN ADDRESS ON BACK OF ENVELOPE <input type="checkbox"/> MIXED (UNDERLINE CAPITALS) <input type="checkbox"/> LOWER CASE <input type="checkbox"/> UPPER CASE		
1		
2		
3		
4		

<input type="checkbox"/> LINED ENVELOPES COLOR (OR ITEM #):	<input type="checkbox"/> ENVELOPE ADDRESSING ON FRONT EMAIL SPREADSHEET TO <a href="mailto:ENVELOPES@PRINTSWELL.COM">ENVELOPES@PRINTSWELL.COM</a>	FONT	INK COLOR

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