



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 ☐ 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:
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)				DIE-CUT SHAPE	
☐ FLAT ENCLOSURE CARDS	☐ ID TAG	CHECK ONE ☐ VERTICAL ☐ HORIZONTAL		CODE #	
☐ FOLDED ENCLOSURE CARDS	☐ BOOKMARK				
☐ STICKERS	☐ ADDRESS LABELS			PAPER UPGRADE	
☐ ENCLOSURE CARD ENVELOPES					
MONOGRAM	FONT	INK COLOR	MOTIF #	INK COLOR	FOIL COLOR
☐ BACKGROUND				☐ BACKGROUND	

COPY (PRINT CLEARLY, CHECK SPELLING)

☐ MIXED (UNDERLINE CAPITALS)	☐ LOWER CASE	☐ UPPER CASE	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			FONT	INK COLOR
☐ MIXED (UNDERLINE CAPITALS)	☐ LOWER CASE	☐ UPPER CASE		
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	\$