

DATE IN

INVOICE/REORDER #

PURCHASE ORDER #

Offset Printing Order Form

Stationery
 Raised or Flat

Letterhead Envelope #10

LINEN 24# 25% Cotton
 White **RECYCLED**
 Cream White
 Ivory Gray
 Gray Sand

LAI D **PARCHMENT**
 White Ivory
 Ivory Customer Stock
 Gray
 White Wove

Commercial Envelope

Regular #6 Laser Safe
 (no window) #9 Flat Ink
 #10

Window #6
 (Flat Ink Only) #9
 #10

Panel Card

5.5 Bar White
 Lee Size Cream
 Printed Env. Customer Stock

EXTRA CHARGES:

Proof Required Bleed
 Drop Ship PMS Ink
 Non-Standard Ink Combination

Business Card
 Choose finish: Raised ink or Flat ink

VELLUM <input type="checkbox"/> 80# White <input type="checkbox"/> Ivory <input type="checkbox"/> Gray <input type="checkbox"/> 100# White	LAI D <input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Gray PASTEL <input type="checkbox"/> Cherry <input type="checkbox"/> Blue <input type="checkbox"/> Green GLOSS <input type="checkbox"/> White*	RADIANCE <input type="checkbox"/> Yellow <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Green PARCHMENT <input type="checkbox"/> Ivory <input type="checkbox"/> Pink <input type="checkbox"/> Gold <input type="checkbox"/> Blue	RECYCLED <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Sand <input type="checkbox"/> Pink NEON <input type="checkbox"/> Orange <input type="checkbox"/> Green PREMIUM <input type="checkbox"/> Red Platisheen* <input type="checkbox"/> Woodgrain* <input type="checkbox"/> Pearl* <input type="checkbox"/> Thinplate Parchment* <input type="checkbox"/> Gold* <input type="checkbox"/> Silver*
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Shell Overprint Customer Stock

Print Backside: Raised Flat
 Ink Color(s): _____

*Raised ink only. Backside printing not available on these stocks.

Wildcard*

White Vellum Black
 Reflex Blue

250 500 1000

Restrictions apply. See Wildcard catalog page for instructions.

U.S. Card*

White Vellum Black
 Ivory Vellum Reflex Blue
 Gray Vellum Red

250 500 1000

Restrictions apply. See U.S. Card catalog page for instructions.

QUANTITY

500
 1000
 Other

STANDARD INKS

Black
 Reflex Blue
 Red
 Bright Green
 Brown
 Maroon
 Teal
 Process Blue
 Gold
 Orange

VALUE INKS

Silver
 Forest Green
 Purple
 Yellow
 Gray

PMS INKS

 # _____

Indicate typestyle and point size

This space for layout and copy - Use a previously printed card if possible and indicate changes

Indicate ink or color separation

PLEASE PRINT CLEARLY OR YOUR ORDER COULD BE DELAYED. THANK YOU.

Special Instructions

ARTWORK EMAILED
 File Name _____

PLEASE SEND MORE:
 Order Forms
 Address Labels

Order Taken By: _____

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