





# Order Form

## CONTACT INFORMATION

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Purchase Order # \_\_\_\_\_  
Estimate # \_\_\_\_\_ Price \_\_\_\_\_

## PAYMENT OPTIONS

Bill Open Account # \_\_\_\_\_  
 Check Enclosed  
 Bill My      
Card Number \_\_\_\_\_ Code \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Expiration Date \_\_\_\_\_

## SPECIFICATIONS

Exact Repeat?  No  Yes Previous Job # \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_  
Overs / Unders:  Std. Trade Practice (+/- 10%)  Other \_\_\_\_\_  
Stock (type, weight, color) \_\_\_\_\_  
Proof?  No  PDF \_\_\_\_\_ email address \_\_\_\_\_  
 Other (describe) \_\_\_\_\_

Art sent via Email (label files with your P.O.#, company name, job name)  
 Art sent via FTP (label files with your P.O.#, company name, job name)

## INK (First side includes front & back covers, pockets, reinforced edges & reinforced panels.)

PMS Color(s) 1st side \_\_\_\_\_  
 Four Color Process 1st side  
 PMS Color(s) 2nd side \_\_\_\_\_  
 Four Color Process 2nd side

## COATING

1st side  Gloss AQ  Satin AQ  Matte AQ  
 Soft-Touch  Gloss LAM  Gloss UV  
2nd side  Gloss AQ  Satin AQ  Matte AQ  
Other (describe) \_\_\_\_\_

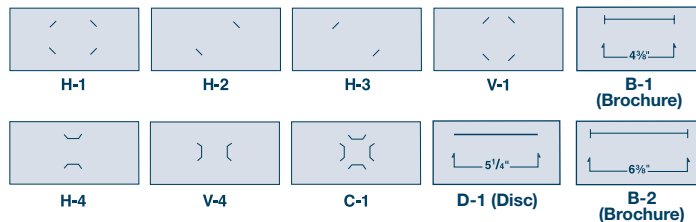
## FOIL & EMBOSS

Emboss  
 Foil Color(s) \_\_\_\_\_

## POCKET OPTIONS

(See page 22 of color catalog for available options.)

Yes card slots / slits wanted (see below)  No card slots / slits wanted



List card slot code or describe other pocket option:

Right pkt. \_\_\_\_\_  
 Left pkt. \_\_\_\_\_  
 Center pkt. \_\_\_\_\_

## METAL RING MECHANISMS (Binders Only)

1/2"  3/4"  1"

## MYLAR TABS (Tab area is typeset FREE in Helvetica Bold.)

Number of sets \_\_\_\_\_ Tabs per set \_\_\_\_\_  
Stock  90 lb. white index  other \_\_\_\_\_  
Size  11" x 8 1/2" + 1/2" tab  other \_\_\_\_\_  
Punching  3 hole (standard)  other \_\_\_\_\_  
Tab Color  Clear  One color  Multiple color  
Ink Color  Black (standard)  PMS # \_\_\_\_\_  
Print both sides of tab?  Yes (standard)  Front only  
Collate  No  Yes (additional charge)

## OTHER OPTIONS

**Spine Attachments**  White  Matching  
**Elastic Bandos**  Black  White  
**Velcro**  Black  White  
**Add Eco/Union Labeling to My Art File?**  No  
 Union Label  Recycled logo  Eco Smart™ Green Inks

## SHIPPING INFORMATION

Company Name \_\_\_\_\_  
Attention \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Ship Date Requested \_\_\_\_\_ Event Date \_\_\_\_\_  
Method  Best Way  Other (List) \_\_\_\_\_  
Inside Delivery?  No  Yes  
Send Shipment Notification to \_\_\_\_\_ email address \_\_\_\_\_

## AUTHORIZED SIGNATURE (required)