

CUSTOM ORDER FORM

store name: _____	account no: _____
address: _____ _____	customer name: _____
_____	proof type: <input type="checkbox"/> fax <input type="checkbox"/> e-mail PDF
phone no: _____	fax no: _____
contact name: _____	e-mail address: _____
	date: _____ page _____ of _____

All choices below are not applicable to every design. Please write n/a if question does not apply to your order.

announcement/stationery/card/invitation item name: _____ item no: _____ quantity: _____ book name: _____ <input type="checkbox"/> check here if you want custom text to appear in the same color, print type and typestyle as the sample in the book; skip the next four items custom ink color: _____ print type: <input type="checkbox"/> letterpress <input type="checkbox"/> engraving <input type="checkbox"/> flat main typestyle (letters): _____ secondary typestyle (numbers): _____ copy: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	envelopes blank envelopes are included with each order, typestyle on envelopes will match stationery style unless otherwise requested envelope color: _____ envelope lining: _____ printed return address: <input type="checkbox"/> yes <input type="checkbox"/> no address ink color: _____ print type: will match announcement/stationery/card/invitation envelope copy (printed on back flap unless instructed otherwise): _____ _____ _____ shipping (all items are shipped via FedEx or UPS): please send items: <input type="checkbox"/> ground <input type="checkbox"/> 2-day <input type="checkbox"/> overnight please ship to: <input type="checkbox"/> store <input type="checkbox"/> customer shipping address (if different from store above): _____ _____ _____ special instructions (attach another sheet if necessary): _____ _____ _____ _____
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