Tatex
THERMOGRAPHERS

Graduation Order Form

2800 Gholson Rd. P.O. Box 2660 Waco, TX 76702-2660
Customer Service 800-448-2839 Fax 800-521-8576

Account #

P.O. Number

Date Ordered

PLEASE DO NOT WRITE IN ABOVE SPACE

FOR FAX ORDERS: PAGE _____ OF _____

ALL ORDERS WILL BE SHIPPED BY
UPS OR FEDEX GROUND
UNLESS OTHERWISE SPECIFIED BELOW

- ☐ UPS 1 DAY
- ☐ UPS 2ND DAY AIR
- ☐ UPS 3RD DAY SELECT
- ☐ FEDEX OVERNIGHT
- ☐ FEDEX 2ND DAY AIR

ADDITIONAL SHIPPING CHARGES WILL APPLY

☐ **PROOF**
☐ FAX: _____
☐ EMAIL: _____

☐ CHECK HERE FOR EXTRA ORDER BLANKS
☐ CHECK HERE FOR EXTRA ORDER ENVELOPES

Type or Print Clearly **PLEASE USE SEPARATE ORDER BLANK FOR EACH ITEM**

	Quantity	Item No.	Lettering	Verse No.	Color of Print	Lined Envelope Color	Mascot	Motto	Front Announcement Design No.	Screened Name Card Design No. (If not indicated G02C will be used.)	Photo Design No.	Napkin Design No.	Check One Napkins Only ☐ INK ☐ FOIL
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
☐	Corner Copy (must be marked if corner copy is requested)												
17													
18													
19													

List Special Instructions

Call attention to the unusual spelling of names.
Make capitals and spacing distinct on names.

INDICATE POSITION
for Baccalaureate, Motto,
Mascot, & Photo.
Ex: Inside left, front copy, screened, etc.

INDICATE FRONT COPY

PLEASE DO NOT WRITE IN THIS SPACE

Type _____ Strip _____
Proof _____ Check _____
Layout _____ Printer _____
Camera _____
Checker _____ Boxer _____

☐ DROP SHIPMENT ($2.00 CHARGE) FILL IN ADDRESS BELOW.
BOX MUST BE MARKED FOR DROP SHIPMENT.

Customer's Name _____

Address _____ Telephone _____

City _____ State _____ Zip _____

Customer's Signature _____

Tot. Amt. of Order $ _____

BARCODE IN THIS AREA