



DEALER NAME & ADDRESS	ACCOUNT NUMBER	SHIP DATE (OFFICE USE ONLY)	PARTS
	PURCHASE ORDER NUMBER	DATE RECEIVED	CAT
	ESTIMATE NUMBER	PLEASE ENCLOSE <input type="checkbox"/> EXTRA ORDER BLANKS <input type="checkbox"/> EXTRA ENVELOPES	SOURCE
	<input type="checkbox"/> NEW ORDER <input type="checkbox"/> EXACT REORDER <input type="checkbox"/> REORDER WITH CHANGES PREV. INV. # _____	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover EXP. DATE _____ / _____ # _____	

**PROOFS**

PROOF REQUIRED

BLACK AND WHITE PROOF     COLOR PROOF

PRESS PROOF (QUOTE REQUIRED)

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

MAIL \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

MAINLINE

PLEASE INDICATE COLOR SEPARATIONS

**ORDER INFORMATION**

QUANTITY \_\_\_\_\_

ITEM NUMBER \_\_\_\_\_

STOCK \_\_\_\_\_

TYPESTYLE \_\_\_\_\_  MATCH AS CLOSE AS POSSIBLE

MAINLINE \_\_\_\_\_

BODY COPY \_\_\_\_\_

ARTWORK (INDICATE POSITION)

STOCK LOGO # \_\_\_\_\_

ARTWORK WAS EMAILED     FOLLOW SAMPLE / MOCK-UP

USE ARTWORK AS IS     CONTACT FOR BETTER ARTWORK

TOUCH-UP IF POSSIBLE (WILL ADVISE OF CHARGE OVER \$15)

**PRINTING PROCESS**

FIRST COLOR/PROCESS     THERMOGRAPHY     FLAT

STANDARD     PMS     MULTICOLOR     FOUR COLOR PROCESS

FOIL STAMPED     OTHER \_\_\_\_\_

SECOND COLOR/PROCESS     THERMOGRAPHY     FLAT

STANDARD     PMS     MULTICOLOR     FOUR COLOR PROCESS

FOIL STAMPED     OTHER \_\_\_\_\_

THIRD COLOR/PROCESS     THERMOGRAPHY     FLAT

STANDARD     PMS     MULTICOLOR     FOUR COLOR PROCESS

FOIL STAMPED     OTHER \_\_\_\_\_

BACK COPY

STANDARD     PMS     MULTICOLOR     FOUR COLOR PROCESS

CONSECUTIVE NUMBERING (STARTING NUMBER) \_\_\_\_\_

**OFFICE USE**

Type \_\_\_\_\_ Proof \_\_\_\_\_ Scan \_\_\_\_\_

Checker \_\_\_\_\_ Slitter \_\_\_\_\_ Printer \_\_\_\_\_

**SHIPPING**

SHIPPING METHOD (STANDARD IS GROUND SERVICE)

DROP SHIP ADDRESS (ADDITIONAL CHARGE)

OFFICE USE ONLY

ATTACH BILLING LABEL HERE