

MANUAL ORDER TAG

Store # _____ Date: ____/____/____

Associates Name: _____

REASON FOR MANUAL ORDER

Please Check Appropriate Box

- System Down
- Screen
- Typestyle/Symbol Not Available
- Product Not in Catalog
- Special Design/Graphics
- Color Separation Required
- Quoted Job - Requires Special Handling
- Shells/Masters/Overprints
- Need Quote on Job

Other _____

**THIS TAG MUST BE
ATTACHED TO ALL MANUAL
ORDER FORMS**