RESET PRINT

ORDER FORM
PLEASE COMPLETE ACCURATELY & CLEARLY

STOCK or STYLE #	QUANTITY

ITEM

- ❑ BUSINESS CARDS
- ❑ LETTERHEADS
- ❑ ENVELOPES
- ❑ TEL-A-DEX CARD
- ❑ CARI-A-CARD®
- ❑ FOLD-R-CARD®
  - FULL FOLD ☐ SHORT FOLD ☐
- ❑ ANNOUNCEMENT
- ❑ OTHER
- ❑ **PROOF ONLY**
- ❑ **QUOTE ONLY**

STANDARD INK COLORS

- ❑ **BLACK**
- ❑ **RED-185**
- ❑ **REFLEX BLUE**
- ❑ PROCESS BLUE
- ❑ GREEN 347
- ❑ GREEN 342
- ❑ BROWN 469
- ❑ BURGUNDY 207
- ❑ BURGUNDY 208
- ❑ GRAY 423
- ❑ RHODAMINE RED
- ❑ TEAL 320
- ❑ GOLD 873 (Metallic)
- ❑ SILVER 877 (Metallic)
- ❑ PURPLE
- ❑ VIOLET
- ❑ ORANGE 165
- ❑ PMS _____
- ❑ PMS _____
- ❑ PMS _____
- ❑ HOT FOIL _____
- ❑ HOT FOIL _____
- ❑ BLIND EMBOSS

DEALER INFORMATION:

DEALER

ADDRESS

CITY/STATE ZIP

PHONE FAX

ACCT. # P.O. # (If Required)

ORDER INFORMATION

- ❑ NEW ORDER
- ❑ REORDER - NO CHANGES
  REORDER NO. _____
- ❑ REORDER - WITH CHANGES
  REORDER NO. _____
- ❑ QUOTE NO. _____

LOGO INFORMATION

- ❑ LOGO/BORDER FROM CATALOG
  LOGO # _____
- ❑ CUSTOMER SUPPLIED LOGO
  CUSTOM CHARGES MAY APPLY TO REDUCE, ENLARGE, CLEANUP

TYPE SPECIFICATIONS

- ❑ TYPESETTER'S CHOICE
- ❑ MATCH SAMPLE (CLOSELY)
- ❑ MATCH SAMPLE EXACTLY (EXTRA CHARGES MAY APPLY)
- ❑ MAINLINE TYPESTYLE _____ POINT SIZE _____
- ❑ BODY COPY TYPESTYLE _____ POINT SIZE _____
- ❑ USE SPECIAL EFFECT # _____ FOR MAINLINE

CUSTOMER ART

- ❑ CAMERA READY ART ATTACHED - ❑ 4-UP - ❑ 12-UP - ❑ OTHER
- ❑ E-MAILED ART - FILE NAME _____
- ❑ CLEAN UP ART (EXTRA CHARGES MAY APPLY)
- ❑ RETURN ART

SPECIAL INSTRUCTIONS AND CUSTOM SERVICES

- ❑ BORDER
- ❑ BLEED(S)
- ❑ REVERSE
- ❑ SCREEN
- ❑ VERTICAL
- ❑ 2-SIDED
- ❑ OTHER - EXPLAIN
- ❑ RAISED PRINT
- ❑ FLAT PRINT
- ❑ LASER SAFE RAISED

TYPE SPECS	1. Print copy clearly on lines below in proper sequence and in approximate position each line is to appear. 2. Add all necessary punctuation. Indicate upper/lower (U/L), all caps (UC), lower case (LC) and justification (left, right or centered). 3. Indicate the type style and point size for each line or check "Typesetter's Choice" box above. 4. Attach previously printed sample if possible and mark changes desired. 5. Note color breaks for type, logos, bleeds, screens and reverses.	COLORS

BCT®

FAX: (248) 624-8392
FAX: (800) 287-6909

CUSTOMER APPROVAL

SALESPERSON | DATE

We will not be responsible for poorly written orders, such as spelling, layout, faxed copies, etc.