FOIL & EMBOSSING ORDER FORM

NOTE! ALL ORDERS WILL BE "FLAT" FOIL STAMPED UNLESS INDICATED OTHERWISE

LOCAL: (817) 731-2328
FAX: (817) 737-2610
T.FREE: (866) 731-2328

PRINT DEALER INFORMATION:

Date 04/25/2005 P.O.# _____

Company Company Name Here

Contact Your Name Here

Phone # 000-000-0000

Fax # 000-000-0000

Email xxxxxxxx@xxxxxxx.com

SPECIAL INSTRUCTIONS:

- ❑ Fax Proof
- ❑ Email Proof
- ❑ Return Artwork
- ❑ Do Not Cut
- ❑ Combo/Ink First
- ❑ Combo/Foil First
- ❑ Exact Repeat
- ❑ Deliver to Printer

Reference Invoice# _____

ADDITIONAL INSTRUCTIONS:

UPS SHIPPING REQUESTS:

SHIP TO ❑ PRINTER

DROP SHIP TO ❑ END-CLIENT

PLEASE EMAIL ❑ TRACKING NUMBER

EMAIL TO: _____

QUANTITY:

Business Cards.... Choose Quantity

Letterheads ..... _____

Envelopes ..... _____

Rolodex Cards ... _____ ❑ Left ❑ Cntr ❑ Right

Foldover Cards .. _____

Announcements _____ ❑ Panel Cards

❑ Panel Foldover

FOIL COLOR(S): 1) Choose Foil

2) _____

Back Side: _____ (Foil / Ink)

EMBOSSING SELECTIONS:

❑ Foil Emboss ❑ Blind Emboss ❑ Register Emboss

STOCK NO: Choose Paper

Description: _____

LAYOUT INFORMATION:

Catalog Layout#..... _____

Clip-Art# / Border# _____

Mainline / Body Type _____

Exact Repeat / Last Date _____

❑ SEE E-MAIL FOR ART ❑ SEE DISK FOR ART

FILE NAME? _____

APPLICATION? _____

FOIL & EMBOSS BASE CHARGES

Base Cost _____

Foil Cost _____

Stock Cost _____

ADD'L CHARGES FOR EACH ITEM

Customer Art _____

Clip-Art / Border _____

Custom Border _____

Extra Lines _____

Custom Design Type _____

Close Register _____

Combo Close Register _____

Bleeds _____

Second Side Printing _____

Change in Production _____

PER NAME SUBTOTAL $0.00

Number of Names **(X)** 1

ITEMS SUBTOTAL $0.00

ADD'L CHARGES PER ORDER

Proof Charge _____

Color Separations _____

Custom Design _____

Reverse Type / Logo _____

Die Cost / Sq.Inch _____

Special Foil Color _____

Drop Shipment _____

Freight Charge _____

Cut Stock _____

Rush Charge _____ %

Discount _____ %

SUB-TOTALS

Business Cards _____

Letterheads _____

Envelopes _____

Other _____

GRAND TOTAL $0.00

LAYOUT EXAMPLE

PLEASE PRINT CLEARLY TO AVOID DELAYS.

1/4" Standard Blank Margin Around Printing Area

Job Name Here
(sample attached)

1. Indicate Mainline 2. Indicate Color Breakdown (when 2 colors are used) 3. Please Print or Type Clearly

PLEASE NOTE! PARTS IN RED MUST BE PROVIDED TO AVOID DELAYS ON YOUR ORDER.