

QTY: \_\_\_\_\_ Date: \_\_\_\_\_

BUSINESS CARDS  2-SIDED

LETTERHEAD  Lasersafe  Flat Print

ENVELOPE  Lasersafe  Flat Print  
 #10 Regulars  #10 Windows  
 #9 Regulars  #9 Windows

Carbonless Forms Part: \_\_\_\_\_ Size:  5.5" x 8.5"  
 8.5" x 11"

ANNOUNCEMENT  4 bar  Vellum OR  Linen  
 5 1/2 bar  Card OR  Folder  
 Embassy  Plain OR  Panel

ANNOUNCEMENT ENVELOPES  Printed OR  Blank  
 Front OR  Flap

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROOF  ART EMAILED  REORDER #

FONT	SIZE	INK	DOUBLE CHECK SPELLING, PHONE NUMBERS, AND ADDRESSES. WE ARE NOT RESPONSIBLE FOR VERBAL INSTRUCTIONS. ACCURACY IS GUARANTEED WHEN COPY IS TYPEWRITTEN OR HAND PRINTED CLEARLY.

**FLAT PRINT**  
Jobs will be RAISED unless FLAT print is marked

- STANDARD INKS**
- BLACK
  - REFLEX
  - RED 185
  - BURGUNDY 201
  - PROCESS
  - GRAY 423
  - SILVER 877
  - GOLD 872
  - BROWN 464
  - GREEN 354
  - PINE GREEN 356
  - HUNTER GREEN 343
  - TEAL 320
  - RHODAMINE
  - ORANGE 165
  - PURPLE
  - DARK RED 186

**CUSTOM PMS INK**  
 PMS \_\_\_\_\_

**FOIL STAMPING**  
\_\_\_\_\_

**Customer Stock:**  
Allow 10% extra for set up.

- 80# Brite White
- 100# Heavyweight White
- Cream Bristol
- Brite Yellow
- Brite Pink
- Brite Blue
- Laid White
- Laid Soft White
- Laid Ivory
- Laid Gray
- Parchtint Pink
- Parchtint Blue
- Parchtint Beige
- Linen White
- Linen Soft White
- Linen Ivory
- Linen Gray
- Linen China Blue
- Linen Granite White
- Fibertone White
- Fibertone Silver
- Fibertone Natural
- Strathmore Ultimate White
- Strathmore Bright White
- Strathmore Ivory
- High Gloss
- Metallic Silver
- Metallic Gold
- Treasure Cote Pearl
- Treasure Cote Onyx
- Treasure Cote Sapphire
- Flourescent Lime
- Flourescent Mango
- Deluxe Parchment
- Woodgrain
- 25% Cotton Bond White(LH/ENV)
- 25% Cotton Soft White (LH/ENV)

**R  
O  
U  
T  
E**

Dealer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

PO # \_\_\_\_\_

**FOR OFFICE USE ONLY**