

Date of Order \_\_\_\_\_

Stock \_\_\_\_\_

Ink Color(s) \_\_\_\_\_

**24 HOUR RUSH**

Bright White Stock / Black and/or Reflex ONLY

ROUTE \_\_\_\_\_

**BLEEDS**

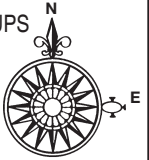
Left Right Top Bottom

☐ ☐ ☐ ☐

Quantity \_\_\_\_\_

(Include number of orders, for example: 4 x 500)

- ☐ Send more order forms
- ☐ Ship back to dealer UPS
- ☐ Pick Up / Delivery (designated areas only)
- ☐ Pick up at NET
- ☐ Drop Ship (shipping label & self-addressed stamped envelope **MUST** be attached)



☐ **2-SIDED**

Ink Color(s) \_\_\_\_\_

(2nd side black and/or blue only. Other standard colors extra. **When no color specified, black will be used.**)

**PROOF** ☐ RETURN BY: ☐ FAX ☐ PDF ☐ **FLAT** ☐

☐ **4C PROCESS (CMYK)**

- ☐ **Business Card**
- ☐ **Business Card Foldover**
- ☐ Regular ☐ Staggered
- Stagger Amount \_\_\_\_\_
- ☐ **Letterhead** ☐ **Lasermate**
- ☐ Regular (8½ x 11)
- ☐ Monarch (7¼ x 10½)
- ☐ **Envelope** ☐ **Lasermate**
- ☐ Regular (#10 - 4¼ x 9½)
- ☐ Monarch (4 x 7½)
- Other Size \_\_\_\_\_
- ☐ **Telephone File Card**
- Tab: ☐ Left ☐ Right ☐ None
- ☐ **Invitation** ☐ Panel ☐ No Panel
- ☐ 4 Bar ☐ Foldover
- ☐ 5½ Bar ☐ Foldover
- ☐ 6 Bar ☐ Foldover
- ☐ 6 Bar w/slits ☐ Foldover
- ☐ 7 Bar ☐ Foldover
- ☐ **Other**
- Size \_\_\_\_\_

EMAILED FILES: **EXACT** Name of File (with extension): \_\_\_\_\_

We accept the following programs and versions:

**PC & MAC:** InDesign 4.0 • Quark Xpress 7.0 • Photoshop 9.0 • Illustrator 12.0 • Acrobat 7.0

**PC Only:** PageMaker 7.0

Clearly PRINT or TYPE info as it will appear on card in this area. If you abbreviate, so will we. Spell it EXACTLY as you want it to appear. **WE DO NOT CORRECT SPELLING ERRORS.** Please proof your orders. If possible, attach sample with changes marked.

**Additional instructions:** \_\_\_\_\_

**REORDER COUPON FILE NAME:**

**MAINLINE TYPESTYLE & SIZE**

(Please mark mainline)

**BODY COPY STYLE & SIZE**

(Please mark CAPS, SMALL CAPS, LOWER CASE)

Stock Art #: \_\_\_\_\_

Layout #: \_\_\_\_\_

(For Positioning Only, not fonts)

**ATTACH A SAMPLE CARD  
WHEN REORDERING CARDS  
OR ATTACH NEW SAMPLES  
AND MECHANICALS**

**(Do not staple or put tape on artwork)**

**DEALER INFO** **YOU MUST FILL OUT THIS SECTION TO RECEIVE YOUR ORDERS**

Dealer \_\_\_\_\_

Address \_\_\_\_\_

(THIS IS YOUR ACCOUNT NUMBER)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_

(FOR QUESTIONS REGARDING THIS ORDER)

**(TYPESETTING USE ONLY)**

P.O. # \_\_\_\_\_

PROOF INITIALS ☐ ☐

**OFFICE USE ONLY**