



PLEASE COPY THIS ORIGINAL FORM BEFORE PLACING YOUR ORDER ORDERING IS AS EASY AS 1,2,3...

(Please Use A Separate Order Form For Each Product.)

1. SELECT THE PRODUCTION TIME REQUIRED

Orders Received After 2:00 PM (EST) Will Be Processed The Next Business Day.

Standard Production Time Is 5 Business Days.

For Rush Service Specify EMERGENCY DEADLINE Below.

- 5 Day (i.e. Orders received Monday the 1st., will ship on or before the 8th.)
- 10 Day (i.e. Orders received Monday the 1st., will ship on or before the 15th.)
- EMERGENCY DEADLINE Must Have In Hand By: _____

By inserting a date above we will process and ship as required to arrive by that date. We will always ship the least expensive way. However, we reserve the right to ship and bill for air freight.

2. SELECT THE ITEM, QUANTITY AND COLORS

Product # _____ Quantity _____

Product _____

Product Color _____ Imprint Color _____

Other Info. _____ Additional Color _____

3. IMPRINT COPY & AD LAYOUT

Please print or type copy clearly. Double check spelling, phone numbers and addresses. We need finished artwork for logos and special type. No faxed logos.

1st Line: _____

2nd Line: _____

3rd Line: _____

4th Line: _____

5th Line: _____

Customer certifies authorized use of any copyrights, trademarks and/or endorsements.

PASTE LOGO(S) HERE
We will place logo to look good unless otherwise indicated

Ad Copy Approval (Customer Must Sign Here)

4. SHIPPING INSTRUCTIONS

- EMERGENCY DEADLINE - Best-Way Air Or Ground To Be Received By Date Above
(We reserve the right to ship and bill for air freight when above box is checked)
- REG. GROUND SERVICE
- 3 DAY SELECT
- 2ND DAY AIR
- NEXT DAY AIR
- DROP SHIP-To Customer At: _____
- C.O.D.
- PICK UP- Call When Ready.
- OTHER- Please Specify: _____

DISTRIBUTOR INFORMATION

Order # _____

Date _____ Dist./Acct. # _____

Co. Name _____

Contact _____

Address _____

City/State /Zip _____

Phone # _____ Address change

5. LAYOUT CHECKLIST

- Reset Type To Look Good
- Touch Up Art (See catalog for Artwork Fee)
- Use Art "As Is"
(We will not be responsible for artwork that is output on a printer with less than 1000+DPI)
- Do Not Revise: Camera Ready
Camera ready artwork must be output on a printer with a minimum of 1000+DPI and to size.
- E-Mailed Digital Art

TYPESTYLES & SPECIAL INSTRUCTIONS

1st Line: _____

2nd Line: _____

3rd Line: _____

4th Line: _____

5th Line: _____

(Do Not Write In This Space)

Check Rec'd # _____

Date Rec'd _____

Est. Cost _____

Credit Dept. _____

Proofed Art/Prod. _____

Printed By _____

Proofed Shipping _____

Inspected By _____

Date Shipped _____

How Shipped _____

Typeset Info. _____