CUSTOM PRINTING ORDER FORM

Please Complete Order Form Accurately & Clearly

STOCK / COLOR	QUANTITY

ITEM	INK COLOR
❑ BUSINESS CARDS	❑ BLACK
❑ LETTERHEADS	❑ REFLEX BLUE
❑ ENVELOPES	❑ RED
❑ TEL-A-DEX CARD	❑ PROCESS BLUE
❑ CARI-A-CARD®	❑ GREEN
❑ FOLD-R-CARD®	❑ BROWN
Short____ Full____	❑ BURGUNDY
❑ ANNOUNCEMENT	❑ GRAY
#_____	❑ GOLD
❑ ANNOUNCEMENT EPS.	❑ SILVER
❑ HANG-AD LG___ SM___	❑ TURQUOISE
❑ OTHER _____	❑ PMS _____
❑ PROOF FIRST	❑ PMS _____
	❑ FOIL _____
	❑ FOIL _____

ACCT. #

P.O. #
(If Required)

DEALER

ADDRESS

CITY

PHONE

FAX

TYPESTYLE

MAINLINE TYPESTYLE _____

BODY COPY TYPESTYLE _____

LOGO

❑ LOGO FROM CATALOG
LOGO #_____
❑ C/R ART ATTACHED

❑ CUSTOMER SUPPLIED LOGO
❑ RETURN ART
❑ ART E-MAILED on _____

PRINTING METHOD

❑THERMOGRAPHY ❑LASER SAFE ❑FLAT PRINT ❑FOIL

SPECIAL INSTRUCTIONS AND CUSTOM SERVICES

INDICATE MAINLINE WITH ARROW	1. Print copy clearly on lines below in proper sequence and in approximate position each line is to appear 2. Indicate MAINLINE or largest type line with an (➜) in left column. 3. If TWO (or more) INK COLORS are used mark color of each line in column at right. 4. Attach previously printed sample if possible and mark changes wanted. 5. Body copy is 8 pt. medium Helvetica (see catalog type) unless otherwise specified.	INDICATE COLOR

BCT®

23101 TERRA DRIVE
LAGUNA HILLS, CA
949-859-0801
FAX: 949-830-6217

CUSTOMER APPROVAL	
SALESPERSON	DATE

WE RETAIN ORDER FORMS FOR ONLY 30 DAYS. ALL CLAIMS OR CORRECTIONS MUST BE MADE WITHIN THIS PERIOD.

ROUTE

DATE

8/06

BCT USE ONLY

SCAN # _____

TYPESET# _____

PROOFED _____

PASTE-UP _____

PRESS _____