



EVENTS ORDER FORM

USE SEPARATE ORDER FORM FOR EACH PRINTED ITEM

DEALER NAME & ADDRESS:	ACCOUNT #:	DATE:	DIRECT SHIPMENT TO CUSTOMER Name: Apt. or Suite #: Street Address: City: Province: Postal Code: Direct Phone #:
CONTACT NAME:	PHONE #:	DEALER'S PO:	
		PAGE NUMBER:	

ITEM #
QUANTITY
FONT CODES
IMPRINT COLOUR #1
IMPRINT COLOUR #2
DESIGN/MONOGRAM NUMBER (if applicable)
VERSE #
TRIM UPGRADE
PAPER UPGRADE <input type="checkbox"/> BUSINESS CARD DIE CUT <input type="checkbox"/> GLOSS <input type="checkbox"/> SOFT TOUCH LAMINATE
<input type="checkbox"/> ENVELOPE IMPRINT Please use a separate order form
<input type="checkbox"/> VARIABLE PRINT (Addressed Envelopes)
<input type="checkbox"/> PROOF REQUIRED

	FONT CODES
1 _____	1 _____
2 _____	2 _____
3 _____	3 _____
4 _____	4 _____
5 _____	5 _____
6 _____	6 _____
7 _____	7 _____
8 _____	8 _____
9 _____	9 _____
10 _____	10 _____
11 _____	11 _____
12 _____	12 _____
13 _____	13 _____
14 _____	14 _____
15 _____	15 _____
16 _____	16 _____
17 _____	17 _____
18 _____	18 _____
19 _____	19 _____
20 _____	20 _____

SPECIAL INSTRUCTIONS

Copy has been read and is correct

_____	_____
Your Customer's Signature	Date
_____	_____
Sales Clerk	Date