

Please Complete Order Form Accurately & Clearly **FULL COLOR ORDER FORM**

QUANTITY	STOCK	ACCT. # _____	P.O. # _____ (If Required)
ITEM	<input type="checkbox"/> 80 lb. WHITE BRISTOL <input type="checkbox"/> 80 lb. OPTIMAX <input type="checkbox"/> 12 pt. WHITE HI-GLOSS <input type="checkbox"/> 80 lb. WHITE LINEN <input type="checkbox"/> OTHER _____	DEALER _____	
<input type="checkbox"/> BUSINESS CARD <input type="checkbox"/> With Bleed <input type="checkbox"/> Two Sided <input type="checkbox"/> PHOTO CARD <input type="checkbox"/> Layout # _____ <input type="checkbox"/> Photo Attached <input type="checkbox"/> POST CARD - No Bleed <input type="checkbox"/> Size - 4.25" x 5" <input type="checkbox"/> Size - 3.75" x 5" <input type="checkbox"/> POST CARD - With Bleed Size - 3.75" x 5" <input type="checkbox"/> OTHER _____	INK COLOR	ADDRESS _____	CITY _____
	<input type="checkbox"/> FULL COLOR FRONT <input type="checkbox"/> SECOND SIDE <input type="checkbox"/> Black <input type="checkbox"/> Other _____	PHONE _____	FAX _____
	COLOR PROOF	ARTWORK	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> USED PerfectSend <input type="checkbox"/> Disk Attached (PC Only) PS# _____ Software Used? _____ <input type="checkbox"/> Hard Copy Faxed <input type="checkbox"/> Logo Supplied <input type="checkbox"/> E-mailed Art	
		TYPESTYLES	
		Mainline _____	<input type="checkbox"/> On Disk
		Bodycopy _____	<input type="checkbox"/> Match Close as Possible

SPECIAL INSTRUCTIONS AND CUSTOM SERVICES

INDICATE MAINLINE IF BCT TYPESETS	<ol style="list-style-type: none"> 1. Attach hard copy of art sent by PerfectSend or E-mail below and fax completed order form to BCT. 2. If BCT is typesetting, clearly indicate desired copy and layout below. 3. If using SPOT COLORS, indicate each color 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 SPOT COLORS IF USED
	Attach Copy Here	

BCT[®]

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CUSTOMER APPROVAL	
SALESPERSON _____	DATE _____
WE RETAIN ORDER FORMS FOR ONLY 30 DAYS. ALL CLAIMS OR CORRECTIONS MUST BE MADE WITHIN THIS PERIOD.	
ROUTE _____	
DATE _____	

BCT USE ONLY
SCAN # _____
TYPESET# _____
PERFECTSEND# _____
RETURNEDART _____
PRESS _____