

**PLEASE COMPLETE ORDER FORM ACCURATELY & CLEARLY**

<b>STOCK</b>		<b>QUANTITY &amp; # OF SETS</b>	
<b>ITEM</b>			
<input type="checkbox"/> BUSINESS CARDS	<input type="checkbox"/> FULL COLOR (CMYK)	<input type="checkbox"/> BUSINESS CARDS	
<input type="checkbox"/> LETTERHEADS	<input type="checkbox"/> LASER	<input type="checkbox"/> POST CARDS	
<input type="checkbox"/> ENVELOPES	<input type="checkbox"/> LASER	SIZE _____	
<input type="checkbox"/> FOLD-R-CARD®		<input type="checkbox"/> OTHER _____	
___ FULL FOLD		_____	
___ SHORT FOLD		_____	
<input type="checkbox"/> TEL-A-DEX CARD	<input type="checkbox"/> OTHER _____	_____	
<input type="checkbox"/> ANNOUNCEMENT		_____	
# _____			

**INK COLOR**

<input type="checkbox"/> BLACK	<input type="checkbox"/> SEA GREEN (361)	<input type="checkbox"/> PANTONE PURPLE
<input type="checkbox"/> RED (185)	<input type="checkbox"/> BROWN (464)	<input type="checkbox"/> GRAY (423)
<input type="checkbox"/> REFLEX BLUE	<input type="checkbox"/> ORANGE (151)	<input type="checkbox"/> PANTONE YELLOW
<input type="checkbox"/> PROCESS BLUE	<input type="checkbox"/> GOLD (872)	<input type="checkbox"/> PMS # _____
<input type="checkbox"/> BURGUNDY (201)	<input type="checkbox"/> SILVER (877)	<input type="checkbox"/> PMS # _____
<input type="checkbox"/> PINE GREEN (356)	<input type="checkbox"/> PMS 295 BLUE	<input type="checkbox"/> PMS # _____
<input type="checkbox"/> TEAL (320)	<input type="checkbox"/> RHODAMINE	<input type="checkbox"/> PMS # _____

**FOIL COLOR - (10 DAY TURN AROUND AFTER PROOF APPROVAL)**

<input type="checkbox"/> GOLD FOIL	<input type="checkbox"/> GREEN FOIL	<input type="checkbox"/> PINK (PIGMENT) FOIL	<input type="checkbox"/> CRYSTAL FOIL
<input type="checkbox"/> SILVER FOIL	<input type="checkbox"/> TEAL FOIL	<input type="checkbox"/> YELLOW (PIGMENT) FOIL	<input type="checkbox"/> DIGITAL FOIL
<input type="checkbox"/> COPPER FOIL	<input type="checkbox"/> RED FOIL	<input type="checkbox"/> ORANGE (PIGMENT) FOIL	<input type="checkbox"/> SPARKLE FOIL
<input type="checkbox"/> ROYAL BLUE FOIL	<input type="checkbox"/> PURPLE FOIL	<input type="checkbox"/> WHITE (PIGMENT) FOIL	

**SPECIAL INSTRUCTIONS AND CUSTOM SERVICES**

**PROOF**     FAX     EMAIL

**DIGITAL ARTWORK:**     EMAILED     DISK  
 .PDF, .TIF OR .EPS - 600 DPI PC PLATFORM  
 EMAIL TO: [orders@bctorlando.com](mailto:orders@bctorlando.com)

TO: \_\_\_\_\_

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 (X) 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
	MAINLINE TYPESTYLE _____ BODY COPY TYPESTYLE _____	

**ROUTE**

CUSTOMER NAME	
CUSTOMER PHONE	DATE PLACED
CUSTOMER FAX	DATE DUE



**CENTRAL FLORIDA**

P 407.834.4143 P 800.452.9475  
 F 407.834.5674 F 800.452.9474  
[bct@bctorlando.com](mailto:bct@bctorlando.com) [www.bctorlando.com](http://www.bctorlando.com)

**PRINTING ORDER FORM**

DEALER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

REORDER # \_\_\_\_\_

\*\*\*\* FINISH - RAISED IF NOT SPECIFIED \*\*\*\*

<b>FRONT</b>	<input type="checkbox"/> RAISED	<input type="checkbox"/> FLAT
<b>BACK</b>	<input type="checkbox"/> RAISED	<input type="checkbox"/> FLAT

**LOGO**

<input type="checkbox"/> LOGO FROM CATALOG	<input type="checkbox"/> CUSTOMER SUPPLIED LOGO
LOGO # _____	<input type="checkbox"/> ART ATTACHED (INCLUDE 2 PIECES)
LOGO # _____	<input type="checkbox"/> RETURN ART

**WE RETAIN CUSTOMER FILES FOR 30 DAYS**