

Bill To:	Order Number / Name:
	Order Date:
	Store Telephone #
	Order Taken By:
Ship To:	<b>SHIPPING METHOD</b>
	<input type="checkbox"/> UPS Ground <span style="margin-left: 100px;"><input type="checkbox"/> UPS Three Day</span>
	<input type="checkbox"/> UPS Second Day <span style="margin-left: 100px;"><input type="checkbox"/> UPS Overnight</span>
	<input type="checkbox"/> Whatever method necessary to arrive by:

**Payment**    C.O.D.    Net 30    Credit Card # \_\_\_\_\_ exp. \_\_\_\_\_

**Item Requested**

- |  |   |
|--|---|
| <input type="checkbox"/> 3-Ply Napkins       | <input type="checkbox"/> Foam Cups                    |
| <input type="checkbox"/> Carte               | <input type="checkbox"/> Paper Cups                   |
| <input type="checkbox"/> Masslinn Napkins    | <input type="checkbox"/> Hard Plastic Cups            |
| <input type="checkbox"/> DeVille Napkins     | <input type="checkbox"/> Soft Plastic Cups            |
| <input type="checkbox"/> Linun Napkins       | <input type="checkbox"/> Shatterproof Cups            |
| <input type="checkbox"/> Premier Napkins     | <input type="checkbox"/> Stadium Cups                 |
| <input type="checkbox"/> Pattern Napkins     | <input type="checkbox"/> Neon Cups                    |
| <input type="checkbox"/> Moire Napkins       | <input type="checkbox"/> Champagne / Wine Cups        |
| <input type="checkbox"/> Coasters / Slippers | <input type="checkbox"/> Soft Foam Koozies            |
| <input type="checkbox"/> Book Matches        | <input type="checkbox"/> Collapsible Neoprene Koozies |
| <input type="checkbox"/> Playing Cards       | <input type="checkbox"/> Ribbon                       |
| <input type="checkbox"/> Stir Sticks         | <input type="checkbox"/> Labels                       |

**Order Information**

\_\_\_\_\_ Item Size / Item No.  
 \_\_\_\_\_ Description  
 \_\_\_\_\_ Item Color  
 \_\_\_\_\_ Quantity  
 \_\_\_\_\_ Typestyle  
 \_\_\_\_\_ Art / Frame / Monogram  
 \_\_\_\_\_ Ink / Foil Color  
 \_\_\_\_\_ Distance between images on Ribbon

**Draw Item And Show Placement of Print Copy**  
PRINT APPEAL WILL NOT BE RESPONSIBLE FOR ORDER FORM  
NOT FILLED OUT PROPERLY OR FOR ILLEGIBLE WRITING.

**Copy Placement**

- |   |   |
|---|---|
| <input type="checkbox"/> Center Diagonal                      | <input type="checkbox"/> Center Bottom  |
| <input type="checkbox"/> Lower Diagonal                       | <input type="checkbox"/> Lower Right    |
| <input type="checkbox"/> Center Horizontal                    | <input type="checkbox"/> Vertical Right |
| <input type="checkbox"/> Center Diagonal In Open Print Area   |   |
| <input type="checkbox"/> Center Horizontal In Open Print Area |   |

**Print Copy**

- All Uppercase  
 All Lowercase  
 Upper & Lower Case

**Special Instructions / Accessories Order**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ORDER NEEDED IN STORE BY \_\_\_\_\_  
 SHIP ORDER BY WHATEVER MEANS TO ARRIVE BY THIS DATE

- Fax Proof(s) to** \_\_\_\_\_ (\$6.00 retail additional charge per faxed proof)  
 **24 HOUR RUSH – Additional \$40.00 retail**    **48 HOUR RUSH – Additional \$20.00 retail**  
 **Send Order Forms**    **Return Artwork**    **Return Print Die (additional \$50.00 retail if not provided)**