

Date of order _____

Date Received _____

| | | | |
|---|---|--|--|
| <input type="checkbox"/> Standard Business Card <input type="checkbox"/> 2-Sided Business Card <input type="checkbox"/> Foldover Business Card <input type="checkbox"/> Invitation/Announcement <input type="checkbox"/> Rotary File Card <input type="checkbox"/> Ideal Stamp <small>(Check size)</small> <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> 200 <input type="checkbox"/> 300 <input type="checkbox"/> Other _____ | Card Stock _____ and Color _____ <hr/> Ink Color _____ or Colors _____ | Quantity _____ <small>Use a separate order form for each name.</small> LAYOUT # _____ STOCK ART # _____ <small>Indicate position below.</small> | Check One <input type="checkbox"/> I will pick up this order from BCE <input type="checkbox"/> Deliver pre-designated Charlotte area routes only. <input type="checkbox"/> Ship <input type="checkbox"/> Drop Ship label is attached. |
| Camera Ready Art ENCLOSED - <input type="checkbox"/> Entire business card. <input type="checkbox"/> Logo and/or type. | Camera Ready Art QUALITY - <input type="checkbox"/> Use "AS IS" <input type="checkbox"/> Reset Type <small>(Match Close)</small> <input type="checkbox"/> Touch-Up <small>(Additional Charges Apply)</small> | Send PROOF before printing. <small>(Additional Charges Apply)</small> | |

Re-order Information -- BCE ARTWORK FILE # _____ Additional Instructions _____

ORDER FORM

| FLAT | Customer's Layout, Please Type Or Print Neatly | Layout Authorization | | | | | | | | | | | | | | | |
|---|--|--|--|------------|---|-----|---|---|--------|---------------|---|------------|------------|-----|------|---|--|
| 1st Ink Color | <div style="border: 2px solid black; width: 100%; height: 250px; margin: 10px;"></div> | 2nd Ink Color <small>(Draw Arrows)</small> | Body Copy <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">TYPE STYLE</th> <th style="width:50%;">POINT SIZE</th> </tr> <tr> <td style="text-align: center;">A-3</td> <td style="text-align: center;">14 pt</td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>Unless Specified Otherwise</small></td> </tr> </table> | TYPE STYLE | POINT SIZE | A-3 | 14 pt | <small>Unless Specified Otherwise</small> | | | | | | | | | |
| TYPE STYLE | POINT SIZE | | | | | | | | | | | | | | | | |
| A-3 | 14 pt | | | | | | | | | | | | | | | | |
| <small>Unless Specified Otherwise</small> | | | | | | | | | | | | | | | | | |
| Mainline <small>(Draw Arrows)</small> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">TYPE STYLE</th> <th style="width:50%;">POINT SIZE</th> </tr> <tr> <td style="text-align: center;">A-3</td> <td style="text-align: center;">14 pt</td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>Unless Specified Otherwise</small></td> </tr> </table> | TYPE STYLE | POINT SIZE | A-3 | 14 pt | <small>Unless Specified Otherwise</small> | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Left Justify</td> <td style="width:33%; text-align: center;">Center</td> <td style="width:33%; text-align: center;">Right Justify</td> </tr> </table> | Left Justify | Center | Right Justify | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">TYPE STYLE</th> <th style="width:50%;">POINT SIZE</th> </tr> <tr> <td style="text-align: center;">A-1</td> <td style="text-align: center;">8 pt</td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>Unless Specified Otherwise</small></td> </tr> </table> | TYPE STYLE | POINT SIZE | A-1 | 8 pt | <small>Unless Specified Otherwise</small> | |
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| <small>Unless Specified Otherwise</small> | | | | | | | | | | | | | | | | | |
| Left Justify | Center | Right Justify | | | | | | | | | | | | | | | |
| TYPE STYLE | POINT SIZE | | | | | | | | | | | | | | | | |
| A-1 | 8 pt | | | | | | | | | | | | | | | | |
| <small>Unless Specified Otherwise</small> | | | | | | | | | | | | | | | | | |

- Allow for 1/4" margin on all four sides of business card.
 - Type sizes may be reduced to fit available space.
 - If available, attach a printed sample with the changes marked.

PLEASE PROOFREAD CAREFULLY. We do not change the spelling of words nor do we assume responsibility for mistakes caused by composition errors, illegible writing, or vague instructions.

DEALER NAME and address must be provided before orders are processed. Please do not use this form as a Drop Ship label.
 I have not forgotten to make a copy of this order for my records.

Contact _____
(for questions regarding this order)

Telephone () _____

Dealer _____

Address _____
(This is your account number)

City _____ **State** _____ **Zip** _____

Purchase Order # _____

| | | | | | |
|--------------|-----------------------------|----|----------------------|----|--------------|
| | OLD FILE NAME | | NEW FILE NAME | | |
| BCE USE ONLY | OP | AW | TY | PF | BCE USE ONLY |
| | ARTWORK (AW) | | SCAN & PLACE (SC) | | |
| | SCREEN (SR) | | REDUCE (RE) | | |
| | ADD'L LINES (AL) | | PROOF | | |
| | CURVED TYPE (CT) | | REG. (CR) _____ (HR) | | |
| | REVERSE (RV) | | 2-SIDED (2S) _____ | | |
| | | | BLEED (BL) | | |
| | | | PRESS WASH (FP) (PW) | | |
| | | | PMS COLOR (PMS) | | |
| | | | DROP SHIP (DS) | | |
| | | | STAMP SHIP (RSSHIP) | | |
| | <small>BCE USE ONLY</small> | | | | |

ORDER FORM