

# DIGITAL PROCESS ORDER FORM

<b>STOCK</b> <input type="checkbox"/> 12 pt. C2S <input type="checkbox"/> 24# Laser Eco Flyer <input type="checkbox"/> 10 pt. C1S <input type="checkbox"/> 100# Gloss Text <input type="checkbox"/> 10 pt. C2S <input type="checkbox"/> 10 pt. C2S <input type="checkbox"/> 80# White <input type="checkbox"/> 80# White Cover	<b>QUANTITY</b>  <b>PRINT PROCESS</b> <input type="checkbox"/> 4/0 <input type="checkbox"/> 4/1 <input type="checkbox"/> 4/4	<b>DEALER NAME</b> _____ <b>ACCT.#</b> _____ <b>ADDRESS</b> _____ <b>CITY,STATE,ZIP</b> _____ <b>PHONE</b> _____ <b>FAX</b> _____ <b>PURCHASE ORDER</b> _____ <b>EMAIL ADDRESS</b> _____ <b>SHIPPING INFORMATION</b> <input type="checkbox"/> BCT Route <input type="checkbox"/> Pick Up <input type="checkbox"/> Drop Ship <b>SHIP TO</b> _____ <input type="checkbox"/> UPS Ground _____ <input type="checkbox"/> Next Day Air _____ <input type="checkbox"/> 2nd Day Air _____ <input type="checkbox"/> Local Courier <b>BCT Payment by Credit Card</b> <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <b>Card Holder Name</b> _____ <b>Card Number</b> _____ <b>Expiration</b> _____ <b>Signature</b> _____
<b>ITEM</b> <input type="checkbox"/> BUSINESS CARDS <input type="checkbox"/> 2 SIDED BUSINESS CARDS <input type="checkbox"/> POSTCARDS <input type="checkbox"/> BROCHURE <input type="checkbox"/> LETTERHEADS <input type="checkbox"/> ENVELOPES COMMERCIAL ENVELOPES AVAILABLE IN WHITE ONLY <input type="checkbox"/> #6 3/4 <input type="checkbox"/> #9 <input type="checkbox"/> #10 <input type="checkbox"/> WINDOW #10 ONLY CATALOG ENVELOPES <input type="checkbox"/> 6X9 <input type="checkbox"/> 9X12 <input type="checkbox"/> 10X13	<b>UV COATING</b> <input type="checkbox"/> FRONT ONLY <input type="checkbox"/> BACK ONLY <input type="checkbox"/> BOTH SIDES <b>FOLDING</b> <input type="checkbox"/> SINGLE <input type="checkbox"/> DOUBLE <input type="checkbox"/> LETTER <input type="checkbox"/> BROCHURE <input type="checkbox"/> ACCORDIAN	

**SPECIAL INSTRUCTIONS**

INDICATE MAINLINE WITH ARROW	TYPE STYLES	LAYOUT/GRAPHICS	SUPPLIED ART	PROOF REQUIRED	INDICATE COLOR
	Mainline _____ Body Copy _____	Artchive # _____ Design Idea _____ Logo _____	<input type="checkbox"/> Disc Attached* <input type="checkbox"/> Email Sent* <small>*PLEASE NOTE FILE NAME &amp; FORMAT IN SPECIAL INSTRUCTIONS BOX</small>	<input type="checkbox"/> Fax Copy <input type="checkbox"/> Email pdf Please note fax number or email address in dealer info area above.	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

1. Print copy clearly above in proper sequence and in approximate position.
2. Indicate MAINLINE or largest type line with an (→) in left column.
3. Attach previously printed sample if possible and mark changes wanted.
4. All copy will be set in Helvetica Medium unless otherwise specified.  
(Mainline Caps 12pt. Body Copy 8pt. U/L Proper Names in Caps)

DATE
CUSTOMER APPROVAL
SALESPERSON
DEPOSIT

**ATTACH SAMPLE CARD HERE**

Mark any unwanted or incorrect information off of the sample card. In the space provided above enter only the changes or additions in their correct position.

<b>BCT USE</b>
Order Number