

Custom Imprints Order Form

Account Number _____ Ship To: _____ Date _____
 Company _____ Cost Center _____
 Street Address _____ Requested By: _____
 City _____ State _____ Zip _____ Daytime Phone _____ Fax _____
 Department _____ Ship To Address (If Not The Same As Above) _____
 Purchase Order Number _____ Requisition Order Number _____ City _____ State _____ Zip _____

CSC Location No. _____

Stationery Items Business / Catalog Envelopes, Memo Pads and Post-it® Notes						
Quantity	Item Number	Packs	Boxes	Pad Size	Pad Color	Ink Color
Stock Logo No.		Format No.		Art Provided		Mainline Typestyle No.
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
IMPRINT INFORMATION <ul style="list-style-type: none"> • Choose formats 1, 2, or 3 • Select a logo from page 66 • Choose paper & ink color. • Select size and quantity. 		IMPRINT: _____ _____ _____				

Stampers Stamps / Shipping Labels / Stamp Pads and Accessories					
Quantity	Item Number	Mainline Typestyle No.		Ink Color	
Replacement Pads (self-inking)			Re-inking Fluid		
Quantity	Item Number	Replacement Pads Colors		Quantity	Item Number
		<input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Violet			
No imprint, leave blank _____		IMPRINT: _____ _____ _____			
IMPRINT INFORMATION <ul style="list-style-type: none"> • Choose which stamp and size you prefer. • Choose a format listed for the area on that stamp, or layout for label. • Choose from black, red, blue, green or violet ink. 					

Others Binders / Index Tabs					
Quantity	Item Number	Binder Size	Ink Color	Vinyl Color	Mylar Tab Color
IMPRINT INFORMATION <ul style="list-style-type: none"> • Select item number. • Choose binder size. • Choose ink, vinyl or tab color. • Indicate copy to be printed on each tab. • Send camera ready art. 		IMPRINT: _____ _____ _____			

On orders for signature stamps....please sign your signature, in black ink, on an unlined piece of paper 3 times and mail it in along with the order form!

I HAVE VERIFIED ALL OF THE ABOVE ENTRIES FOR ACCURACY CUSTOMER SIGNATURE X