

STANDARD PRODUCT ORDER FORM

MAKE COPIES OF THIS FORM BEFORE USING... OR CALL US AND WE'LL SEND ADDITIONAL COPIES! FOR FASTEST SERVICE, PLEASE COMPLETE ALL INFORMATION.

ORDER DATE _____ CONTACT PERSON _____

NEW ORDER **REORDER**

REORDER with changes

Mail or fax a copy of the form or cheque with changes

CUSTOMER INFORMATION

COMPANY NAME _____

STREET ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

AREA CODE/PHONE NUMBER _____ AREA CODE/FAX NUMBER _____

NAME OF PURCHASER _____

CHEQUES/FORMS/ENVELOPES

Software: _____

QTY.	PRODUCT NUMBER	NO. OF PARTS	FORM COLOUR	DESCRIPTION	TYPE/STYLE 1 ST LINE	START CONSECUTIVE NUMBERING AT:		OPTIONAL LOGO DESIGN NO.	RETAIL PRICE
						(IF NOT SPECIFIED, NUMBERING WILL START AT 1001)			
						<input type="checkbox"/> NO.	<input type="checkbox"/> Do not number		
						<input type="checkbox"/> NO.	<input type="checkbox"/> Do not number		
						<input type="checkbox"/> NO.	<input type="checkbox"/> Do not number		
						<input type="checkbox"/> NO.	<input type="checkbox"/> Do not number		

STATIONERY PRODUCTS (Letterhead, Envelopes, Business Cards) - Send sample of desired layout.

QTY.	PAPER STOCK	PAPER COLOUR	DESCRIPTION	TYPE STYLE	LAYOUT	INK COLOURS		BUSINESS CARD PRINTING STYLE	OPTIONAL LOGO DESIGN NO.	RETAIL PRICE
						COLOUR 1	COLOUR 2			
								<input type="checkbox"/> FLAT <input type="checkbox"/> RAISED		
								<input type="checkbox"/> FLAT <input type="checkbox"/> RAISED		
								<input type="checkbox"/> FLAT <input type="checkbox"/> RAISED		
								<input type="checkbox"/> FLAT <input type="checkbox"/> RAISED		

IMPRINT INFORMATION

USE SAMPLE ENCLOSED USE CUSTOM LOGO
 PRINT AS SHOWN ON PRODUCT ILLUSTRATION (with wording shown below)

COMPANY NAME _____

ADDITIONAL ADVERTISING LINE TO BE PRINTED _____

ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

AREA CODE/PHONE NUMBER _____ AREA CODE/FAX NUMBER _____

NAME OF PURCHASER _____

HOW TO ORDER CHEQUES

We require a voided copy of your customer's cheque to ensure 100% accuracy.

- 1) Fax a void copy of the cheque your customer is using now.
- 2) Email a scan of a voided cheque.

All cheques meet the CPA standards mandated to take place June 30, 2007



OPTIONAL EXTRA IMPRINTING

FOR CHEQUES

Specify in "SPECIAL INSTRUCTIONS" box below.

Additional Signature Line

Subheading above Signature Line

FREE

CUSTOM LOGO

Refer to the Business Printing Catalogue for more Custom Logo information. Allow extra processing time.

\$

EXTRA LINES OF TYPE - Basic Products

\$10.00 per product. Specify in "SPECIAL INSTRUCTIONS" box below.

\$

Thank

FOR YOUR ORDER

SPECIAL INSTRUCTIONS Attach additional sheet if necessary