





# Poly Binder / Poly Folder Order Form

## CONTACT INFORMATION

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Purchase Order # \_\_\_\_\_  
Estimate # \_\_\_\_\_ Price \_\_\_\_\_

## PAYMENT OPTIONS

Bill Open Account # \_\_\_\_\_  
 Check Enclosed  
 Bill My         Code \_\_\_\_\_  
\_\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_  
Cardholder's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## JOB / ART SPECIFICATIONS

**Exact Repeat?**  no  yes previous job # \_\_\_\_\_  
**Item**  Item 87-01 Poly Binder (sheet size 11" x 8 1/2" + 1/2" tab)  
 Item 87-02 Poly Binder (sheet size 8 1/2" x 5 1/2" + 1/2" tab)  
 Item 87-08 Poly Folder  
 other (describe) \_\_\_\_\_

**Quantity** \_\_\_\_\_ (100 minimum)  
(Trade Practice +/- 5%)

**Poly Color**  white  black  natural frosted translucent  
 ivory  beige  royal blue  emerald green  
 orange  maroon  azure blue  dark green  
 red  yellow  dark gray  cool gray  
 colonial blue

**Gauge**  
Poly Binder  .023  .035  .055  other \_\_\_\_\_  
Poly Folder  .015 (standard)  other \_\_\_\_\_

**Proof?**  no  .PDF \_\_\_\_\_ email address \_\_\_\_\_

**Art sent via**  
 Email (label files with your P.O.#, company name, job name)  
 FTP (label files with your P.O.#, company name, job name)  
 Disc enclosed

**Note: artwork must be submitted on our design templates.**

## AUTHORIZED SIGNATURE (required)

## SILK SCREEN PRINT (No tight registration, heavy coverage or bleeds)

### Binder Outside (front & back covers, spine)

1 PMS color (list) \_\_\_\_\_  
 2 PMS colors (list) \_\_\_\_\_  
 3 PMS colors (list) \_\_\_\_\_

### Binder Inside (inside of front & back covers)

1 PMS color (list) \_\_\_\_\_  
 2 PMS colors (list) \_\_\_\_\_  
 3 PMS colors (list) \_\_\_\_\_

### Folder Outside (front & back covers, pockets)

1 PMS color (list) \_\_\_\_\_  
 2 PMS colors (list) \_\_\_\_\_  
 3 PMS colors (list) \_\_\_\_\_

## POLY BINDER OPTIONS

**Business Card Holder**  none  sealed 3 sides

**Pockets**  no  1  2  position \_\_\_\_\_

**Item 87-01:** (sheet size 11" x 8 1/2" + 1/2" tab)

**Round Metal Ring Capacity:**  1/2"  3/4"  1"  1.5"  2"

**Angle-D Metal Ring Capacity:**  1"  1.5"

**Item 87-02:** (sheet size 8 1/2" x 5 1/2" + 1/2" tab)

**Round Metal Ring Capacity:**  1/2"  3/4"  1"  1.5"  2"

**Rivets** exposed (standard)

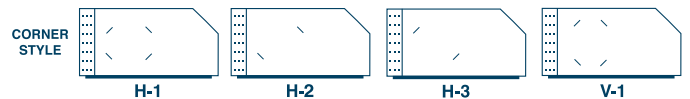
**Add embossed plastic recycle symbol to back cover?** 

yes  no

**Special Instructions** \_\_\_\_\_

## POLY FOLDER OPTIONS (Item 87-08)

**Business card slots**  no  yes (see below)



**List card slot code:**

right pkt. \_\_\_\_\_

left pkt. \_\_\_\_\_

**Add embossed plastic recycle symbol to back cover?** 

yes  no

**Special Instructions** \_\_\_\_\_

## SHIP TO (NO P.O. BOXES) Note: charges will be billed for incorrect "Ship To" or zip code.

Company Name \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ship Date Requested \_\_\_\_/\_\_\_\_/\_\_\_\_ Event Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Method  ground  other (list) \_\_\_\_\_

Send Shipment Notification to \_\_\_\_\_

email address