





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 11" x 8 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?  HDPE
 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?  HDPE

- 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 _____