



Custom Print Order Form

513.831.0523 (phone), 513.831.0103 (fax), orders@stationeryworks.com

Retailer Name:	Salesperson:	Retailer Phone No.:	Retailer Email Address:
Printing Method (Letterpress, Thermography, Offset):			Order No (to be filled out by SW):

****please fill out one page for each printed piece ordered****

Qty:	Order Date:	Request by Date:
------	-------------	------------------

Item Description:	Others Services (Check all that apply and provide specifics):	
	Pre-press Services (place designs in template, convert design to pantone colors, convert design to paths, assess any design concerns, send up to 2 client initiated proof changes)	
Finished Size:	Proofing (specify):	
	Duplexing (specify):	
Paper:	Corner Rounding (specify):	
	Hole Punching (specify):	
Paper weight:	Envelope Lining (specify):	
	Scoring (specify):	
Ink Colors (Pantone Numbers):	Other (specify):	

Special Instructions:	Shipping Method (check one):	
	<input type="checkbox"/>	Ground
	<input type="checkbox"/>	2 Day
	<input type="checkbox"/>	1 Day

