b.t.elements www.btelements.com
P: 626.792.0056 • F: 626.792.4728
BUSINESS HOURS ::: M-F 10AM-5PM PST

[ ] Visa [ ] MasterCard [ ] terms - net 30

Card Number ____ ____ ____ ____ Mo. ____ / Yr. ____

Modern Baby • Fax Completed Order Form to: 626.792.4728

PROOF REQUEST BY [ ] EMAIL ME A PDF OR [ ] FAX ME A HARD COPY

EMAIL ADDRESS OR FAX # FOR PROOFS _____

NO ORDERS WILL BE SHIPPED UNTIL PROOFS ARE APPROVED!

TODAY'S DATE _____ STORE PO _____ CONTACT NAME _____

STORE NAME _____ PH _____ FAX _____

SHIP TO ADDRESS _____

CITY _____ STATE_____ ZIP _____ PH# FOR DROPSHIP_____

DATE ITEMS ARE NEEDED _____

SHIP METHOD: [ ] GROUND (4-7 BUSINESS DAYS) [ ] 3-DAY [ ] 2-DAY [ ] OVERNIGHT [ ] DROPSHIP (ADD $3.00)

Complete the order from for STYLE, FONTS, & INK COLOR. Use the space below to mock up a sample, however ALL text MUST be emailed to sales@btelements.com. Wording not sent by email is subject to a $10.00 processing fee

ITEM	QTY	BACKING PAPER COLOR	BACKING PAPER STYLE [ ] FLAT [ ] TENTED	RIBBON COLOR/KIND

RIBBON WRAP [ ] VERTICAL [ ] HORIZONTAL [ ] BOW (SATIN /GINGHAM RIBBON ONLY)	FONT SELECTION(S)	INK COLOR(S)

[ ] **ADD PICTURE**

* ALL PICTURES WILL BE APPOX. 1.5 SQUARE. PICTURE SIZE WILL BE DETERMINED BY OUR DESIGNERS TO BEST SUIT YOUR FINAL PRODUCT.

* BLACK AND WHITE ONLY

COPY STYLE
[ ] Upper & Lower
[ ] all lower
[ ] ALL UPPER
[ ] Initial Caps
[ ] Mixed

COPY POSITION
[ ] RIGHT JUSTIFIED
[ ] LEFT JUSTIFIED
[ ] CENTERED
[ ] MIXED

ENVELOPES
[ ] YES [ ] NO

QTY _____

ENVELOPE COLOR

ENVELOPE PRINTING
[ ] BLANK
[ ] PRINTED
[ ] BACK FLAP
[ ] FRONT

ADD ENVELOPE LINER

[ ] **SOLID COLOR** (NO PRINTING) - LINER COLOR _____

[ ] **DOTTIE** LETTER _____ [ ] UPPER [ ] LOWER INK COLOR FOR LETTER _____

INK COLOR(S) CIRCLE _____

[ ] **DUET** PHRASE _____ INK COLOR(S) _____

PRESHIP ENVELOPES
*ADDITIONAL FEE APPLIES
[ ] GROUND
[ ] 2DAY
[ ] OVERNIGHT
[ ] DROP SHIP
[ ] SHIP TO STORE

ENVELOPE COPY
[ ] Upper & Lower
[ ] all lower
[ ] ALL UPPER
[ ] Initial Caps

INK COLOR

FONTS

* IF A CANCELLATION IS NECESSARY AFTER YOUR PROOF HAS BEEN SENT, A $25.00 CANCELLATION FEE WILL BE APPLIED.

* ADDITIONAL ORDER FORMS CAN BE DOWNLOADED FROM WWW.BTELEMENTS.COM UNDER DEALER RESOURCES