b.t.elements WWW.BTELEMENTS.COM
phone: 626.792.0056 fax: 626.792.4728

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

Card Number Mo. / Yr. AVS code

Bar/Bat Mitzvah
Fax Completed Order Form to: 626.792.4728 or send order via email

email address for PDF proof ..... NO orders will be processed until proofs are approved!

store name ..... today's date ..... p.o. # ..... salesperson .....
address ..... city ..... state ..... zip .....
phone ..... fax ..... date items are needed ..... [ ] Paid Rush check if needed in 5 business days after proof approval
Ship method [ ] ground (4-7 business days) [ ] 2-day [ ] overnight [ ] drop ship (add $3.00)

DROP SHIP INFORMATION
name ..... phone .....
address ..... city ..... state ..... zip .....

Complete the order form for STYLE, FONTS, & INK COLOR. Feel free to write out the wording as a sample, however
ALL wording MUST be emailed to sales@btelements.com ~ All wording not sent by email is subject to a $10.00 processing fee

item & page #	qty	backing paper style [ ] flat [ ] folded [ ] pocket fold [ ] double layer	backing paper color / pocket fold color	center layer color

ribbon color	ribbon [ ] satin 1/4 [ ] satin 5/8 [ ] grosgrain 5/8 [ ] grosgrain 1.5 [ ] other _____	ribbon wrap [ ] vertical [ ] horizontal [ ] knot	font selection(s)	ink colors

add crystal(s) qty: ____ details on where to add crystal(s)

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

COPY POSITION
[ ] As sampled
[ ] RIGHT JUSTIFIED
[ ] LEFT JUSTIFIED
[ ] CENTERED

ENVELOPES
[ ] YES [ ] NO
QTY _____ (IN 25'S)

ENVELOPE COLOR

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

ADD ENV. LINER
[ ] YES [ ] NO
[ ] CUSTOM
[ ] SOLID
COLOR: _____

envelope liner text & description (fonts, color, etc...)

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 and hebrew conversion charts can be downloaded at www.btelements.com under dealer resources