

Visa MasterCard net 30 - upon approval
 /
 Card Number Mo. Yr. AVS code

Holiday Album • Fax Completed Order Form to: 626.792.4728

PROOF REQUEST BY EMAIL ME A COLOR 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 form for STYLE, FONTS, & INK COLOR. Use the provided space to mock up your order.

| ITEM | QTY | BACKING LAYER COLOR | BACKING LAYER STYLE <input type="checkbox"/> FLAT <input type="checkbox"/> TENTED | DOUBLE LAYER OUTER LAYER COLOR: CENTER LAYER COLOR: |
|---------------------|--|---------------------|--|---|
| RIBBON COLOR & SIZE | RIBBON WRAP <input type="checkbox"/> VERTICAL <input type="checkbox"/> HORIZONTAL <input type="checkbox"/> BOW <input type="checkbox"/> KNOT | FONT SELECTION(S) | | INK COLOR(S) |

ADD PICTURE

* DIGITAL PICTURES MUST BE EMAILED TO:
 SALES@BTELEMENTS.COM
 * IMAGES MUST BE 300 DPI OR HIGHER FOR BEST QUALITY.

COPY STYLE
 Upper & Lower
 all lower
 ALL UPPER
 INITIAL CAPS
 MIXED
 As SAMPLED

COPY POSITION
 RIGHT JUSTIFIED
 LEFT JUSTIFIED
 CENTERED
 MIXED
 AS SAMPLED

ENVELOPES
 YES NO
 QTY _____

ENVELOPE COLOR _____

ENVELOPE PRINTING
 BLANK
 PRINTED

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

ADD ENVELOPE LINER

SOLID COLOR (NO PRINTING) - LINER COLOR _____

CUSTOM LINER: _____

| | | |
|----------------------|---|--------------------------------------|
| ENVELOPE TEXT | ENVELOPE COPY <input type="checkbox"/> Upper & Lower <input type="checkbox"/> all lower <input type="checkbox"/> ALL UPPER <input type="checkbox"/> 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