



# business card order form

Order Fax 877 413 7900  
Email artwork to  
artwork@foursistersprinting.com

## ordered by

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS CONT'D \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## ship to (if different)

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS CONT'D \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

ship via  Ground  3 Day Select  2 Day Air  Next Day Air

quote number (if applicable) \_\_\_\_\_

QUANTITY	STOCK	STOCK COLOR	SIZE	PROCESS (check all that apply)
<input type="radio"/> 1 Set of _____			<input type="radio"/> Standard	<input type="radio"/> Raised Printed <input type="radio"/> Flat Printed <input type="radio"/> Foil Stamped <input type="radio"/> Blind Embossed <input type="radio"/> Foil Embossed <input type="radio"/> Engraved <input type="radio"/> Full Color (CMYK) front & blank on back <input type="radio"/> Full Color (CMYK) front & black ink on back <input type="radio"/> Full Color (CMYK) front & back
<input type="radio"/> _____ Sets of _____			<input type="radio"/> Custom	
<input type="radio"/> _____ Sets of _____			_____	

**Color (s)**  
Check all that apply. Skip if ordering Full Color (CMYK)

INK COLORS	AVAILABLE FOIL COLORS
<input type="radio"/> Black <input type="radio"/> Red (PMS 185) <input type="radio"/> Reflex Blue <input type="radio"/> Burgundy (PMS201) <input type="radio"/> Process Blue <input type="radio"/> Gray (PMS 423) <input type="radio"/> Brown (PMS 464) <input type="radio"/> Teal (PMS 320) <input type="radio"/> Green (PMS 356) <input type="radio"/> Silver (PMS 877) <input type="radio"/> Gold (PMS 872) <input type="radio"/> Other _____ <input type="radio"/> Other _____ <input type="radio"/> Other _____	<input type="radio"/> Black <input type="radio"/> Red <input type="radio"/> Gold <input type="radio"/> Silver <input type="radio"/> Green <input type="radio"/> Dark Blue <input type="radio"/> Light Blue <input type="radio"/> Copper <input type="radio"/> Burgundy

<input type="radio"/> <b>2 Sided Business Card</b>  <input type="radio"/> <b>Fold-Over Business Card</b> <input type="radio"/> Full fold <input type="radio"/> Short Fold	<input type="radio"/> <b>Bleeds</b> <input type="radio"/> 1 Side <input type="radio"/> 2 Sides <input type="radio"/> 3 Sides <input type="radio"/> 4 Sides	<b>Additional Full Color (CMYK) options</b> <input type="radio"/> Round Corners <input type="radio"/> UV on full color side (s) <input type="radio"/> Spot UV on back <input type="radio"/> Spot UV on front
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write any special instructions in the box below

### Artwork Info

Artwork will be emailed

Use artwork on file

Fax a copy of your artwork along with this order form. Clearly mark color separations if applicable.

### Proof

(select one)

Email PDF proof to \_\_\_\_\_

Fax proof to \_\_\_\_\_

I do not need to see a proof

(Proof approval is required on complex and large jobs)

### payment info and pricing

Base Price \_\_\_\_\_

Upcharges \_\_\_\_\_

Subtotal \_\_\_\_\_

Shipping \_\_\_\_\_

Total with Shipping \_\_\_\_\_

Applicable New York Sales Tax \_\_\_\_\_

only for orders that are being shipped to a New York address

**GRAND TOTAL**                      \$ \_\_\_\_\_

#### Method of Payment

Charge my:  
(CIRCLE ONE)



\_\_\_\_\_

Credit Card Number

\_\_\_\_\_

Print name as it appears on card

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Security Number

\_\_\_\_\_

Your Signature

Check/Money Order enclosed made payable to Four Sisters Printing.