



# envelope 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 & OPEN	PROCESS (check all that apply)
<input type="radio"/> 1 Set of _____ <input type="radio"/> _____ Sets of _____ <input type="radio"/> _____ Sets of _____			SIZE _____  OPEN <input type="radio"/> open end <input type="radio"/> open side	<input type="radio"/> Laser Safe Raised Printing <input type="radio"/> Raised Printing <input type="radio"/> Flat Printing <input type="radio"/> Foil Stamping <input type="radio"/> Blind Embossing <input type="radio"/> Foil Embossing <input type="radio"/> Engraving <input type="radio"/> Full Color (CMYK)

## Color (s)

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

INK COLORS	AVAILABLE FOIL COLORS
<input type="radio"/> Black <input type="radio"/> Fireball Red (PMS 185) <input type="radio"/> Reflex Blue <input type="radio"/> Cocoa Brown <input type="radio"/> Process Blue <input type="radio"/> Gray (PMS 423) <input type="radio"/> Bordeaux (PMS 221) <input type="radio"/> Teal (PMS 3272) <input type="radio"/> Green (PMS 340) <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

## Additional Specifications

Check all that apply

- Bleed
- Window** on lower left side
- Printing on face and printing on flap side

**IMPORTANT:** If the envelope will be printed using the full color (cmk) process and it has bleed on the face or print on the flap, we require your artwork to be placed on our template. Email us at artwork@foursistersprinting.com to request a template, include the envelope size in your email. It is required that there be 1/16" overbleed and color wrap around onto the back of the envelope to allow for movement throughout the bindery process.

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.