



**greeting card & announcement  
order form**

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

**ordered by**

**ship to** (if different)

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

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

EMAIL \_\_\_\_\_

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

PHONE \_\_\_\_\_

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

**GREETING CARD / ANNOUNCEMENT SPECIFICATIONS**

**quote number** (if applicable) \_\_\_\_\_ **size before scoring** (specify in inches) \_\_\_\_\_

**paper**  white 80lb. matte cover  white 12pt. semi-gloss cover, C1S  white 12pt. semi-gloss cover, C2S

**sides to print**  1 side  2 sides **bleed**  no  outside  inside **UV coating**  yes  no

**quantity**  1 set of \_\_\_\_\_  \_\_\_\_\_ sets of \_\_\_\_\_  \_\_\_\_\_ sets of \_\_\_\_\_

**process**  full color (CMYK) outside only  full color (CMYK) outside & black inside  full color (CMYK) inside and outside  
 flat printed  raised printed  foil stamped  foil embossed  blind embossed  engraved

**Color (s)**

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

**INK COLORS**

- Black  Red (PMS 185)  Reflex Blue  Burgundy (PMS201)
- Process Blue  Gray (PMS 423)  Brown (PMS 464)
- Teal (PMS 320)  Green (PMS 356)  Silver (PMS 877)
- Gold (PMS 872)  Other \_\_\_\_\_  Other \_\_\_\_\_  Other \_\_\_\_\_

**AVAILABLE FOIL COLORS**

- Black  Red  Gold  Silver  Green  Dark Blue
- Light Blue  Copper  Burgundy

**ENVELOPE SPECIFICATIONS**

**sides to print**  back flap  face

**process**  full color (CMYK)  flat printed  raised printed  foil stamped  foil embossed  blind embossed  engraved

**Color (s)**

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

**INK COLORS**

- Black  Red (PMS 185)  Reflex Blue  Burgundy (PMS201)
- Process Blue  Gray (PMS 423)  Brown (PMS 464)
- Teal (PMS 320)  Green (PMS 356)  Silver (PMS 877)
- Gold (PMS 872)  Other \_\_\_\_\_  Other \_\_\_\_\_  Other \_\_\_\_\_

**AVAILABLE FOIL COLORS**

- Black  Red  Gold  Silver  Green  Dark Blue
- Light Blue  Copper  Burgundy

write any special instructions in the box below

Large empty box for special instructions.

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.