



letterhead 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"/> _____ Sets of _____ <input type="radio"/> _____ Sets of _____			<input type="radio"/> 8.5 by 11 inc. <input type="radio"/> 8.5 by 14 inc. <input type="radio"/> 8.5 by 5.5 inc. <input type="radio"/> Custom _____ _____	<input type="radio"/> Laser Safe Raised Printing <input type="radio"/> Raised Printed <input type="radio"/> Flat Printed <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) front & blank on back <input type="radio"/> Full Color (CMYK) front & black ink on back <input type="radio"/> Full Color (CMYK) front & back

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

- 2 Sided Letterhead
 Bleed on front Bleed on back
 Blank Second Sheets (500 pieces min) How Many? _____

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.