

requested by

name		company	
phone	fax	email (required)	
ship to city	ship to state	ship to zip code	

specifications

Size: standard (8.5 by 11 inches) 8.5 by 14 inches 8.5 by 5.5 inches custom (specify in inches) _____

Number of sides to print 1 side both sides **Bleed on front?** yes no **Bleed on back?** yes no

Quantity: 1 Set of _____ _____ Sets of _____ _____ Sets of _____

Printing Process (select all that apply): full color (cmyk) flat printing (offset) thermography (raised) laser safe raised
 embossing blind embossing foil embossing foil stamping engraving

Color(s) on front: black 1 standard color 2 standard colors 3 standard colors 1 pms color 2 pms colors 3 pms colors
 full color (cmyk) no color (blind embossing)

Color(s) on back: black 1 standard color 2 standard colors 3 standard colors 1 pms color 2 pms colors 3 pms colors
 full color (cmyk) no color (blind embossing) blank

Registration: Are any of the colors in your design less than an 1/8 of an inch apart or touching? yes no
 [Skip this question if letterheads will be printed in just 1 color or in full color (cmyk)]

Additional information: _____

paper

select one

UNCOATED - SMOOTH

Capitol Bond 24lb 25% Cotton Crane's Crest Ivory Bond 24lb 70lb Bond Premium Uncoated Text (bright white) Environment® Ultra Bright White 24lb 25% Cotton Bond Bright White 24lb 25% Cotton Bond Soft White 24lb White Plover Bond 24lb White Select Script Wove 24lb Ultimate White Strathmore Writing Wove 24lb Bright White Strathmore Writing Wove 24lb Natural White Strathmore Writing Wove 24lb Classic Crest® Solar White 24lb Classic Crest® Natural White 24lb Classic Crest® Avon Brilliant White 24lb Crane's Crest Natural White 24lb Crane's Crest Fluorescent White 24lb Parchtint Natural 24lb Fibre-Tone White 24lb Fibre-Tone Silver 24lb Fibre-Tone Natural 24lb custom (specify) _____

UNCOATED - TEXTURED

Bright White Laid 24lb White Laid 24lb Natural White Laid 24lb Ivory Laid 24lb Gray Laid 24lb White Select Script Laid 24lb Ivory Select Script Laid 24lb Light Gray Select Script Laid 24lb Classic® Laid Avon Brilliant White Classic® Laid Baronial Ivory Classic® Laid Natural White Bright White Linen 24lb Soft White Linen 24lb Ivory Linen 24lb Gray Linen 24lb Vintage Gray Linen 24lb China Blue Linen 24lb Tan Linen 24lb Mauve Linen 24lb Warm White Linen 24lb White Linen 24lb Natural Linen 24lb Classic® Linen Avon Brilliant White 24lb Classic® Linen Natural White 24lb Classic® Linen Solar White 24lb Classic® Linen Baronial Ivory 24lb custom (specify) _____