

# STANDARD PRODUCT ORDER FORM

MAKE COPIES OF THIS FORM BEFORE USING... OR CALL US AND WE'LL SEND ADDITIONAL COPIES! FOR FASTEST SERVICE, PLEASE COMPLETE ALL INFORMATION.

ORDER DATE \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

**NEW ORDER**     **REORDER**

**Ship To:**     **DEALER**     **CUSTOMER**

**REORDER with changes**  
Mail or fax a copy of the form or cheque with changes

### CUSTOMER INFORMATION

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

AREA CODE/PHONE NUMBER \_\_\_\_\_ AREA CODE/FAX NUMBER \_\_\_\_\_

NAME OF PURCHASER \_\_\_\_\_

### DEALER INFORMATION

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

AREA CODE/PHONE NUMBER \_\_\_\_\_ AREA CODE/FAX NUMBER \_\_\_\_\_

SIGNATURE OF PURCHASER \_\_\_\_\_

CHEQUES/FORMS/ENVELOPES						Software: _____			
QTY.	PRODUCT NUMBER	NO. OF PARTS	FORM COLOUR	DESCRIPTION	TYPE/STYLE 1 <sup>ST</sup> LINE	START CONSECUTIVE NUMBERING AT:		OPTIONAL LOGO DESIGN NO.	RETAIL PRICE
						<small>(IF NOT SPECIFIED, NUMBERING WILL START AT 1001)</small>			
						<input type="checkbox"/> NO.	<input type="checkbox"/> Do not number		
						<input type="checkbox"/> NO.	<input type="checkbox"/> Do not number		
						<input type="checkbox"/> NO.	<input type="checkbox"/> Do not number		
						<input type="checkbox"/> NO.	<input type="checkbox"/> Do not number		

STATIONERY PRODUCTS (Letterhead, Envelopes, Business Cards) - Send sample of desired layout.										
QTY.	PAPER STOCK	PAPER COLOUR	DESCRIPTION	TYPE STYLE	LAYOUT	INK COLOURS		BUSINESS CARD PRINTING STYLE	OPTIONAL LOGO DESIGN NO.	RETAIL PRICE
						COLOUR 1	COLOUR 2			
								<input type="checkbox"/> FLAT <input type="checkbox"/> RAISED		
								<input type="checkbox"/> FLAT <input type="checkbox"/> RAISED		
								<input type="checkbox"/> FLAT <input type="checkbox"/> RAISED		
								<input type="checkbox"/> FLAT <input type="checkbox"/> RAISED		

### IMPRINT INFORMATION

USE SAMPLE ENCLOSED                       USE CUSTOM LOGO

PRINT AS SHOWN ON PRODUCT ILLUSTRATION (with wording shown below)

COMPANY NAME \_\_\_\_\_

ADDITIONAL ADVERTISING LINE TO BE PRINTED \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

AREA CODE/PHONE NUMBER \_\_\_\_\_ AREA CODE/FAX NUMBER \_\_\_\_\_

NAME OF PURCHASER \_\_\_\_\_

### OPTIONAL EXTRA IMPRINTING

**FOR CHEQUES**                       Additional Signature Line                      **FREE**

Specify in "SPECIAL INSTRUCTIONS" box below.     Subheading above Signature Line

**CUSTOM LOGO**                      \$

Refer to the Business Printing Catalogue for more Custom Logo information. Allow extra processing time.

**EXTRA LINES OF TYPE - Basic Products**    \$

\$10.00 per product. Specify in "SPECIAL INSTRUCTIONS" box below.

*Thank*                      **FOR YOUR ORDER**

### HOW TO ORDER CHEQUES

We require a voided copy of your customer's cheque to ensure 100% accuracy.

- 1) Fax a void copy of the cheque your customer is using now.
- 2) Email a scan of a voided cheque.

All cheques meet the CPA standards mandated to take place June 30, 2007

43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13

**SPECIAL INSTRUCTIONS** Attach additional sheet if necessary