

**PLEASE COMPLETE ORDER FORM  
ACCURATELY & CLEARLY**

**BCT ORDER FORM**

STOCK		QUANTITY
ITEM	INK COLOR	
<input type="checkbox"/> BUSINESS CARDS <input type="checkbox"/> 2-Sided <input type="checkbox"/> Shell Overprint <input type="checkbox"/> LETTERHEAD <input type="checkbox"/> ENVELOPES <input type="checkbox"/> Front Left <input type="checkbox"/> Back Flap <input type="checkbox"/> Front Center <input type="checkbox"/> TEL-A-DEX CARDS <input type="checkbox"/> FOLD-R-CARD <input type="checkbox"/> Full Fold <input type="checkbox"/> Short Fold <input type="checkbox"/> POSTCARDS Size _____ <input type="checkbox"/> NOTEPADS Size _____ <input type="checkbox"/> 50 Sheets Per Pad <input type="checkbox"/> 100 Sheets Per Pad <input type="checkbox"/> NCR PARTS <input type="checkbox"/> 2 Part <input type="checkbox"/> 3 Part <input type="checkbox"/> 4 Part <input type="checkbox"/> 5 Part SIZE <input type="checkbox"/> 4 1/4 x 5 1/2 <input type="checkbox"/> 5 1/2 x 8 1/2 <input type="checkbox"/> 8 1/2 x 11	<input type="checkbox"/> ANNOUNCEMENTS <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/> Panel <input type="checkbox"/> No Panel <input type="checkbox"/> Folder <input type="checkbox"/> Card <input type="checkbox"/> CARI-A-CARD <input type="checkbox"/> DOOR HANGERS <input type="checkbox"/> FLAT SHEET PRINTING <input type="checkbox"/> 2-Sided <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> NUMBERING <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Include "NO." Text <input type="checkbox"/> OTHER	<input type="checkbox"/> BLACK <input type="checkbox"/> RED (185) <input type="checkbox"/> RED (199) <input type="checkbox"/> REFLEX BLUE <input type="checkbox"/> PROCESS BLUE <input type="checkbox"/> GREEN (348) <input type="checkbox"/> GREEN (349) <input type="checkbox"/> BROWN (161) <input type="checkbox"/> BURGUNDY (221) <input type="checkbox"/> TEAL (320) <input type="checkbox"/> GOLD (872) <input type="checkbox"/> SILVER (877) <input type="checkbox"/> ORANGE (166) <input type="checkbox"/> GRAY (423) <input type="checkbox"/> GRAY (403) <input type="checkbox"/> PMS <input type="checkbox"/> CMYK (Full Color)

DEALER	
ADDRESS	
CITY	
PHONE	CONTACT
FAX	P.O. #
LAYOUT SPECIFICATIONS	TYPESTYLES
REORDER #	MAINLINE
BCT LOGO(S)	BODY COPY
DESIGN IDEA #	
DIGITAL ARTWORK	
<input type="checkbox"/> Email -- SUBJECT LINE (Please use Mainline as Subject Line for E-mail)	
<input type="checkbox"/> CD <input type="checkbox"/> FTP (ftp://artwork.bctwholesale.com / User Name: bct / Password: artwork)	
FOIL STAMPING & EMBOSING	
<input type="checkbox"/> BLIND EMBOSING <input type="checkbox"/> Embossing Only <input type="checkbox"/> Embossing & 2-Inks	<input type="checkbox"/> FOIL STAMPING <input type="checkbox"/> 1-Foil Only <input type="checkbox"/> 1-Foil & 1-Ink <input type="checkbox"/> 1-Foil & 2-Inks <input type="checkbox"/> 2-Foil Colors

**SPECIAL INSTRUCTIONS**

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*Default is Regular Thermography*

Fax Copy  
 Proof  E-Mail PDF  Flat  Laser Safe  Regular Thermography  2-Sided

INDICATE FONT	<b>REMEMBER -- FIRST PROOF IS FREE</b>	INDICATE COLOR

**PRICE/QUOTE # (IF APPLICABLE)**

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**DROP SHIP** PLEASE FILL OUT ONLY IF YOU WANT THE FINISHED JOB SHIPPED TO YOUR CUSTOMER (ADDITIONAL CHARGES APPLY)

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**BCT USE ONLY**

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DATE \_\_\_\_\_

WE RETAIN THIS ORDER FORM FOR 30 DAYS

**BCT**<sup>®</sup> Phone: (512)310-2030 • FAX: (512) 310-2007