

International Artcrafts Commercial Order Form

P.O. Box 1120 Stratford, Ontario N5A 7S8 Phone (519) 271-3010 • Fax (519) 273-5274

Due Date

Rec. Date

P.O.

Drop Shipment

Name

Address

City Prov. Postal Code

SHIPPING

Indicate any "Special" shipping instructions below. Extra charge will apply. Otherwise all orders will be shipped ground service.

- Priority Post Air Courier
- Direct to Customer

Special Instructions

Mock up of line and logo position



Order Supplies Here

- Check here for extra order blanks

Office Use Only

Formatted Layout

- Follow format exactly for layout
- Follow copy exactly for layout

Edit	Invoice
Typeset	Proof
Plate	Press
Inspector	Box
Count	Shipper

Please indicate any address or phone number changes above name

Quantity	Item Number	Stock and Size	Logo(s) and or Customer Art
Ink Colour(s)	<input type="checkbox"/> Flat Print <input type="checkbox"/> Raised Print	Typstyles <input type="checkbox"/> Mainline _____ Indicate Mainline Copy on order Body Copy Typestyle will be Helvetica unless "other" is specified. <input type="checkbox"/> Other _____	Stamps Stamp Ink Colour <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue Indicate position of copy <input type="checkbox"/> Centred <input type="checkbox"/> Flush Left
Foil Colour		Layout <input type="checkbox"/> Layout Number _____ <input type="checkbox"/> As per customer sample <input type="checkbox"/> As shown on order blank	Bleeds <input type="checkbox"/> Left <input type="checkbox"/> Top <input type="checkbox"/> Right <input type="checkbox"/> Bottom
<input type="checkbox"/> Please indicate if order will include electronic files being sent by e-mail			Proof <input type="checkbox"/> Yes <input type="checkbox"/> No

Please use one order form for each printed item.

- Business Cards
- Envelopes
- Announcement Cards
- Self-Inking Stamps
- Rubber Stamps
- Pre-Inked Stamps
- Custom Order
- Letterheads
- Memo Pads

- Clearly indicate Capitalization. • Draw arrow to indicate mainline.
- Attach previously printed sample whenever possible. • We will match typestyles as close as possible.
- On two colour orders indicate colour separations. • All orders will be thermographed unless specified otherwise.

Type or Print Clearly. Use a separate order for each item.
If Capitalization is not indicated, upper & lower case will apply.

Copy has been read and is correct.
Customer Signature
