



Custom Print Order Form

513.831.0523 (phone), 513.831.0103 (fax), orders@stationeryworks.com

Retailer Name:		Salesperson:		Retailer Phone No.:		Retailer Email Address:	
Printing Method (Letterpress, Thermography, Offset):						Order No (to be filled out by SW):	
please fill out one page for each printed piece ordered							
Qty:			Order Date:			Request by Date:	
Item Description:					Others Services (Check all that apply and provide specifics):		
					Pre-press Services (place designs in template, convert design to pantone colors, convert design to paths, assess any design concerns, send up to 2 client initiated proof changes)		
					Proofing (specify):		
					Duplexing (specify):		
					Corner Rounding (specify):		
					Hole Punching (specify):		
					Envelope Lining (specify):		
					Scoring (specify):		
Ink Colors (Pantone Numbers):					Other (specify):		
Special Instructions:						Shipping Method (check one):	
						Ground	
						2 Day	
						1 Day	

