

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	<input type="checkbox"/> <b>NEW ORDER</b> <input type="checkbox"/> <b>REORDER</b>
<b>Ship To:</b> <input type="checkbox"/> <b>DEALER</b> <input type="checkbox"/> <b>CUSTOMER</b>	<input type="checkbox"/> <b>REORDER with changes</b> 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: <small>(IF NOT SPECIFIED, NUMBERING WILL START AT 1001)</small>	OPTIONAL LOGO DESIGN NO.	RETAIL PRICE
						<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		

<b>IMPRINT INFORMATION</b>	
<input type="checkbox"/> <b>USE SAMPLE ENCLOSED</b>	<input type="checkbox"/> <b>USE CUSTOM LOGO</b>
<input type="checkbox"/> <b>PRINT AS SHOWN ON PRODUCT ILLUSTRATION</b> (with wording shown below)	
COMPANY NAME	
ADDITIONAL ADEVERTISING LINE TO BE PRINTED	
ADDRESS	
CITY	PROVINCE      POSTAL CODE
AREA CODE/PHONE NUMBER	AREA CODE/FAX NUMBER
NAME OF PURCHASER	
<b>HOW TO ORDER CHEQUES</b> 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	

<b>OPTIONAL EXTRA IMPRINTING</b>	
<b>FOR CHEQUES</b> Specify in "SPECIAL INSTRUCTIONS" box below.	<input type="checkbox"/> Additional Signature Line <input type="checkbox"/> Subheading above Signature Line
<input type="checkbox"/> <b>CUSTOM LOGO</b> Refer to the Business Printing Catalogue for more Custom Logo information. Allow extra processing time.	<b>FREE</b>
<input type="checkbox"/> <b>EXTRA LINES OF TYPE - Basic Products</b> <b>\$10.00 per product.</b> Specify in "SPECIAL INSTRUCTIONS" box below.	<b>\$</b>
<i>Thank You!</i> <b>FOR YOUR ORDER</b>	

SPECIAL INSTRUCTIONS	
Attach additional sheet if necessary	