

Distributor Phone		Distributor Order #		SHIP TO: (WE CANNOT SHIP TO A P.O. BOX) <input type="checkbox"/> SHIP TO DISTRIBUTOR							
DISTRIBUTOR NAME/ADDRESS				_____ _____ _____ City _____ State _____ Zip _____ <small>SHIP IN THE NAME OF (if other than Distributor)</small> _____							
CUSTOMER NAME		CUST. ORDER #		REPEAT ORDER #		FORM NAME/#					
		#		<input type="checkbox"/> NEW ORDER <input type="checkbox"/> PROOF		<input type="checkbox"/> CHANGE <input type="checkbox"/> EXACT # _____					
						<input type="checkbox"/> CONTINUOUS <input type="checkbox"/> LIMITED <input type="checkbox"/> CUTSHEET					
QUANTITY		# OF PARTS		CHECK PANTOGRAPH OPTIONS				CUT SHEET PACKAGING			
<input type="checkbox"/> 250 <input type="checkbox"/> 3000 <input type="checkbox"/> 500 <input type="checkbox"/> 4000 <input type="checkbox"/> 1000 <input type="checkbox"/> 5000 <input type="checkbox"/> 2000		<input type="checkbox"/> ONE <input type="checkbox"/> TWO <input type="checkbox"/> THREE <input type="checkbox"/> FOUR		<input type="checkbox"/> TEAL LINEN <input type="checkbox"/> TEAL MARBLE <input type="checkbox"/> BROWN LINEN <input type="checkbox"/> BROWN MARBLE <input type="checkbox"/> BLUE LINEN <input type="checkbox"/> BLUE MARBLE <input type="checkbox"/> GREEN LINEN <input type="checkbox"/> GREEN MARBLE <input type="checkbox"/> MAROON LINEN <input type="checkbox"/> MAROON MARBLE <input type="checkbox"/> PURPLE LINEN <input type="checkbox"/> PURPLE MARBLE <input type="checkbox"/> PRISMATIC (BLUE/RED/BLUE)				COPY ALERT <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN		SIZE _____ _____ LOGO <input type="checkbox"/> YES <input type="checkbox"/> NO	
YOUR ORDER DESCRIPTION											

IMPORTANT NOTE: The following information submitted is regarded as copy. Any information not completed will not be included in your order. Artwork submitted with order form must be camera ready art. Printegra, Inc. cannot claim responsibility for sub standard print quality, should artwork submitted be of poor quality. Any samples submitted for reference must reflect exact copy specifications as indicated on order form. Printegra, Inc. cannot be held responsible for incorrect information if submitted otherwise.

VARIABLE INFORMATION:

HEADING (NAME, ADDRESS AND LOGO - 5 LINES MAX)		CHECK STUB (NAME AND ADDRESS - 1 LINE MAX)	
<input type="checkbox"/> LOGO ENCLOSED (MAY BE REDUCED TO FIT AREA ALLOWED)		(MAY BE LIMITED TO NAME ONLY DUE TO SPACE CONSTRAINTS. CONSULT FACTORY.)	
TEXT POSITION NO. _____		FORM REMITTANCE (NAME AND ADDRESS - 3 LINES MAX) (MAY NOT BE AVAILABLE OR MAY BE LIMITED TO NAME ONLY. CONSULT FACTORY.)	
BANK (NAME AND ADDRESS - 3 LINES MAX)		ABA FRACTION ROUTING & TRANSIT NUMBER _____	
		FINANCIAL TERMS (3 LINES MAX) (MAY NOT BE AVAILABLE ON ALL FORMS. CONSULT FACTORY.)	
SIGNATURE LINES		SIGNATURE AREA COPY (1 LINE MAXIMUM)	
<input type="checkbox"/> ONE <input type="checkbox"/> TWO		<input type="checkbox"/> ABOVE LINE <input type="checkbox"/> BELOW LINE	
		<input type="checkbox"/> ENV 1 <input type="checkbox"/> ENV 2 (PACKED 500/BOX - 2500/CTN.)	
		QTY _____	
DISTRIBUTOR IMPRINT			
<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> USE DISTRIBUTOR NAME LISTED ABOVE			
TYPESTYLES			
<input type="checkbox"/> AVANT GARDE <input type="checkbox"/> CENTURY SCHOOLBOOK (HELVETICA UPPER CASE WILL BE USED UNLESS OTHERWISE INDICATED.)			
<input type="checkbox"/> OPTIMA <input type="checkbox"/> HELVETICA <input type="checkbox"/> UPPER CASE TYPE <input type="checkbox"/> Upper And Lower Case Type			

NUMBERING: MICR numbering fields must be completed or submit existing check. **DEPOSIT SLIPS WILL NOT BE ACCEPTED.**

OVERRUN ALLOWED		GUARANTEED NO MISSING #S		STARTING NO.	ARABIC NUMBERING					PREFIX/SUFFIX	FORMS NUMBERING		STATIC MICR		CONSEC MICR		MOD 9 (CONSEC)		
YES	NO	YES	NO		NONE	CHECK	TOP STUB	BOTTOM STUB	TWO STUBS		RED	BLACK	YES	NO	YES	NO	YES	NO	YES
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

57 56 55 54 53 52 51 50 49 48 47 46 45 44 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

A = ON-US (||^o)
D = DASH (|||)

SPECIAL INSTRUCTIONS/ADDITIONAL FEATURES (Attach additional notes on separate sheet if needed.) If paper grade is other than 24# white micr, please specify.