

Distributor: _____

Date: _____

Address: _____

Print Ready

Name of File(s) : _____

Phone: _____ **Fax:** _____

___ Files On CD/Disk ___ Files emailed to BCE

Customer Information:

___ On File ___ New

Business Name: _____

Address: _____

City/State/Zip: _____

Business Phone#: _____

Watts/Toll Free: _____

Business Fax#: _____

Web Site: _____

Main Contact's Name: _____

___ New Sale

___ Re-order

Needs: ___ **Nothing- Go To Print!**

___ Design Work

___ Text Changes

Payment:

___ Check ___ Cash ___ Credit Card

Credit Card Information:

___ Visa ___ M/C ___ Am Ex ___ Disc

Card # _____ Exp: _____

Customer Signature _____

Names on Card:

___ On File ___ New

1st Name: _____

Title: _____

Cell: _____

E-mail: _____

Other: _____

of Cards Ordered: _____

___ On File ___ New

2nd Name: _____

Title: _____

Cell: _____

E-mail: _____

Other: _____

of Cards Ordered: _____

___ On File ___ New

3rd Name: _____

Title: _____

Cell: _____

E-mail: _____

Other: _____

of Cards Ordered: _____

___ On File ___ New

4th Name: _____

Title: _____

Cell: _____

E-mail: _____

Other: _____

of Cards Ordered: _____

___ On File ___ New

5th Name: _____

Title: _____

Cell: _____

E-mail: _____

Other: _____

of Cards Ordered: _____

Products:

___ Business Card: ___ 1 - sided ___ 2 - sided ___ Folding

___ Post Card: ___ 4 x 6 ___ 5 1/2 x 8 1/2

___ 1- sided ___ 2 - Sided

___ Letterhead

___ Envelopes

___ Flier/Brochure (8 1/2 X 11) ___ 1 - sided ___ 2 - sided

___ Labels: ___ 1 x 2 5/8 ___ 2 x 4 ___ Other: _____

Is there Score/Fold: ___ Single ___ Tri-fold

Are there bleeds: ___ Yes ___ No

<u>Product</u>	<u>#Ordered</u>	<u>Price</u>
1. _____		
2. _____		
3. _____		

Total: \$ _____

Photos-More than 2 \$15.00/Each \$ _____

Logos-More than 3:\$15.00/Each \$ _____

Sales Tax: \$ _____

Design and/or Layout Charge \$ _____

Shipping Costs: \$ _____

Total Cost of order: \$ _____

Ship order to: ___ Customer ___ Distributor
___ Customer Will Pick Up at BCE

Send Proof To: ___ Customer ___ Distributor
___ Hard Copy (Cost \$5.00) ___ E-mail ___ Fax

Notes: _____

