

Business Card/Postcard Order Form

Customer Service: (317) 791-9000 Ext. 3308
Fax: (317) 791-9800
Email: order@fullcolordirect.com

Order Date: _____
 Dealer Name: _____
 Dealer Phone: _____
 Contact Name: _____
 Email: _____
 Purchase Order #: _____

SHIP DIRECT: No additional charge.
 Do not complete if shipping to dealer address on file.

Name: _____
 Attention: _____
 St. Address: _____
 Address: _____
 City: _____
 State: _____ Zip: _____

ADDITIONAL INSTRUCTIONS:

- DIGITAL PRINTING**
- 80# Bright White
 - 100# Bright White
 - 12pt C1S KromeKote
 - 12pt C2S Cover
 - 14pt C2S Cover
 - 100# Gloss Cover
 - Other _____

- QUANTITY**
- 250 Other _____
 - 500 _____
 - 1000 _____

- PROOF**
- Free PDF via Email
 - \$100 Press Proof

Print legibly. Attach previous card if available and indicate changes.
 Indicate any bleeds by extending image(s) or text off the edge of card area.
 If this is a 2-sided order, use a separate form for each side and check the appropriate box.

- BUSINESS CARD SIZE**
- 3.5 X 2 - Standard Size
 - 3.5 X 3.75 Short Fold
 - 3.5 X 4 Full Fold
- POSTCARD SIZE**
- 3.5 x 5
 - 5.5 x 8.5
 - 4.25 x 5.5
 - 6 x 9
 - 4 x 6
 - 5 x 7
 - Other _____

- COLOR**
- 4/0
 - 4/1
 - 4/4
 - 1/0
 - 1/1

- FILE SPECIFICATIONS**
- Emailed from: _____
 - FTP - File Name(s): _____
 - Supplied Disk _____
 - File Type/Format: _____

- Front
- Back