

FOLDER EXPRESS® ORDER FORM - Thank you for your order!

428 N. Ohio St., Columbus, KS 66725 • 800.322.1064 • FAX 800.572.1513 • folderexpress.com • selfservice.ennis.com

No orders will be accepted over the phone. ***10% over or under applies and will be billed accordingly.**

Tax Information: Folder Express® charges tax for orders shipped to AL, CA, GA, IA, IL, IN, MA, MO, NE, NJ, NY, OH, PA, TN, TX, and WI. If you are tax exempt, please send us a copy of your status on a state approved form.

Dealer Account # _____

Your P.O. # (if needed) _____

Quote # or Sales Rep _____

Previous Job # _____ Exact Repeat Sending Changes

Ordered By: _____

Company Name _____

Address _____

City _____ State _____ Zip _____

() ()

Phone Number _____ Fax Number _____

Person to Contact (please print) _____

()

Alternate phone number for rush order questions _____

E-mail address (please print) _____

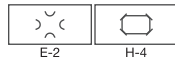
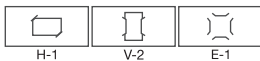
Drop Ship: (FREE)

Name _____

Address _____

City _____ State _____ Zip _____

Optional Business Card Slits (FREE) Special Business Cards Slits and CD Slit (\$25.20 per order)



Fill in the type of business card slit for each pocket. If you require special slits, write "special" on the appropriate pocket and describe the slit in the Special Notes section below.

Left Pocket Slit Type _____

Right Pocket Slit Type _____

Supplying Artwork Via:

SelfService (Artwork Upload) Disk Scan Repeat Typesetting*

*Artwork received that is incomplete, requires typesetting or other adjustments will incur additional costs and production time. Hard copy proof is required for MW-34 folder orders.

Use *Sculptured Pockets*® STOCKart artwork _____

Special Notes: _____

Thank you for your order!

Item _____

Quantity* _____

Stock (type and color) _____

Date Needed at Your Location _____

Order Requires: Same Day 24-Hour Production Standard Production

Shipping Method

UPS Ground (FREE in Contiguous USA)
 48-Hour Delivery 72-Hour Delivery 96-Hour Delivery
 Other (specify) _____

If your order has shipped, you will not have the opportunity to change freight method and will be held responsible for whatever freight method chosen at the point of order entry.

Please Fill In
Your Estimated Cost
Per Folder

\$ _____

\$ _____

\$ _____

Total \$ _____

Screens, bleeds, and certain ink colors may require a coating which will incur additional costs. Our customer service team will call you if there is a price difference.

Ink Yes No

Side One
(front cover, back cover, pockets)

Four-Color Process

Spot Color (PMS® or Special Match)
Special ink matches require custom pricing.

Color 1: _____

Color 2: _____

Color 3: _____

Color 4: _____

Side Two
(inside)

Four-Color Process

Spot Color (PMS® or Special Match)
Special ink matches require custom pricing.

Color 1: _____

Color 2: _____

Color 3: _____

Color 4: _____

Folder Express® will run industry standard ink densities on the press for both PMS® colors and four-color process. If your project requires an exception to this, it must be clarified and approved before production begins.

Foil Yes No Sq. In. _____

Foil Color(s) _____

Emboss Yes No Sq. In. _____

Coating UV Coating Laminate Aqueous

Proof Type*

Send Proof

Type _____

Cost \$ _____

Ordering Inserts

Copy the price chart from the appropriate page, circle the item and quantity you want, and send that in with your order.

Method of Payment

Check On Account Debit Card Credit Card

You will be contacted for your Debit or Credit Card information.

First-time customers must include check payment or select Credit or Debit Card payment.