

# FOLDER EXPRESS® ORDER FORM • Thank you for your order!

428 N. Ohio Avenue • Columbus, KS 66725 • 800.322.1064 • FAX 800.572.1513 • folderexpress.com • selfservice.folderexpress.com • artwork@folderexpress.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 complete our exemption form found under Contact>Order Forms on our website.

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) \_\_\_\_\_

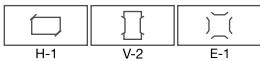
Drop Ship: (FREE)

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: \_\_\_\_\_

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 see Shipping Information on page 25.

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 Colors(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.

Thank you for your order!

TERMS See Page 25