



|                         |   |  |  |
|-------------------------|---|--|--|
|                         | ACCOUNT NUMBER  | SHIP DATE (OFFICE USE ONLY)                                    | PARTS  |
|                         | PURCHASE ORDER NUMBER   | DATE RECEIVED  | CAT  |
| DEALER NAME AND ADDRESS | ESTIMATE NUMBER   | PLEASE ENCLOSE   | SOURCE   |
|                         | <input type="checkbox"/> NEW ORDER <input type="checkbox"/> EXACT REORDER<br><input type="checkbox"/> REORDER WITH CHANGES<br># _____ | CREDIT CARD INFORMATION<br>EXP. DATE ____/____/____<br># _____ | <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard<br><input type="checkbox"/> Discover <input type="checkbox"/> AMERICAN EXPRESS |

### PROOFS

**PROOF REQUIRED**

BLACK AND WHITE PROOF     COLOR PROOF

PRESS PROOF (QUOTE REQUIRED)

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

MAIL \_\_\_\_\_

### ORDER INFORMATION

**QUANTITY**

\_\_\_\_\_

**ITEM NUMBER / STYLE NUMBER**

\_\_\_\_\_

**STOCK (TYPE & COLOR)**

\_\_\_\_\_

**TYPESTYLE / MONOGRAM**     MATCH AS CLOSE AS POSSIBLE

MAINLINE \_\_\_\_\_

BODY COPY \_\_\_\_\_

**ARTWORK (INDICATE POSITION)**

STOCK LOGO # \_\_\_\_\_

ARTWORK WAS EMAILED     FOLLOW SAMPLE / MOCK-UP

USE ARTWORK AS IS     CONTACT FOR BETTER ARTWORK

TOUCH-UP IF POSSIBLE (WILL ADVISE OF CHARGE OVER \$15)

**FIRST COLOR/PROCESS**     FLAT     THERMOGRAPHY (NOT AVAILABLE ON PACKAGE PRODUCTS)

STANDARD     PMS     MULTICOLOR     FOUR COLOR PROCESS

FOIL STAMPED     OTHER \_\_\_\_\_

**SECOND COLOR/PROCESS**     FLAT     THERMOGRAPHY

STANDARD     PMS     MULTICOLOR     FOUR COLOR PROCESS

FOIL STAMPED     OTHER \_\_\_\_\_

**THIRD COLOR/PROCESS**     FLAT     THERMOGRAPHY

STANDARD     PMS     MULTICOLOR     FOUR COLOR PROCESS

FOIL STAMPED     OTHER \_\_\_\_\_

**BACK COPY**

STANDARD     PMS     MULTICOLOR     FOUR COLOR PROCESS

**CONSECUTIVE NUMBERING (STARTING NUMBER)**

\_\_\_\_\_

### PRESENTATION FOLDERS

#### BRASS DIE

FOIL EMBOSSED MULTI-LEVEL DIE

FOIL COLOR \_\_\_\_\_

BLIND EMBOSSED MULTI-LEVEL DIE

#### BUSINESS CARD SLITS & POCKETS (FOLDERS ONLY)

BUSINESS CARD SLITS

NONE     HORIZONTAL     VERTICAL

OTHER SLITS \_\_\_\_\_

POSITION ON POCKET

RIGHT     LEFT     BOTH

#### PRODUCT LAYOUT (FIND TEMPLATES ON NAVITOR.COM)

**FOLDER**

BACK                      FRONT

FOLD

FOLD

**PACKAGE**

WIDTH \_\_\_\_\_ x DEPTH \_\_\_\_\_ x HEIGHT \_\_\_\_\_

PLEASE ATTACH PACKAGING MOCKUP FOR LAYOUT PURPOSES

### SPECIAL INSTRUCTIONS

MAINLINE

PLEASE INDICATE COLOR SEPARATIONS

\_\_\_\_\_

### STAMPS & EMBOSSERS

#### EMBOSSERS

| ITEM # | LAYOUT # | QUANTITY |
|--------|----------|----------|
|        |          |          |

EMBOSSER POSITIONS

|  |   |
|--|---|
| <b>ROUND EMBOSSERS</b><br><input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT<br><input type="checkbox"/> TOP <input type="checkbox"/> BOTTOM | <b>RECTANGLE EMBOSSERS</b><br><input type="checkbox"/> TOP <input type="checkbox"/> BOTTOM<br><input type="checkbox"/> ENVELOP FLAP |
|--|---|

#### STOCK PRODUCTS

| ITEM # | QUANTITY |
|--------|----------|
|        |          |

#### REPLACEMENT INK & PADS

| ITEM # | STAMP ITEM # | QUANTITY |
|--------|--------------|----------|
|        |              |          |

BLACK     GREEN     RED    2 COLOR DATER:  
 BLUE     VIOLET     PINK     BLACK/RED     BLUE/RED

### TYPESTYLE INFORMATION & LAYOUT

**TYPSTYLE**  
(PLEASE LIST TYPESTYLE NAME AND CODE)

CENTERED     UPPER/LOWER

FLUSH LEFT     ALL CAPS

FLUSH RIGHT     BORDER

SHRINK TO FIT     MATCH SAMPLE

FILL STAMP     SIGNATURE STAMP

IF NOT MARKED, BLOCK, ALL CAPS, AND CENTERED WILL BE USED.

### STAMPS & DATERS

| ITEM # | QUANTITY |
|--------|----------|
|        |          |

BLACK     GREEN    2 COLOR DATER:  
 RED     VIOLET     BLACK/RED  
 BLUE     PINK     BLUE/RED

IF NOT MARKED, BLACK WILL BE USED.

### SHIPPING

**SHIPPING METHOD (STANDARD IS GROUND SERVICE)**

\_\_\_\_\_

**DROP SHIP ADDRESS (ADDITIONAL CHARGE)**

\_\_\_\_\_

OFFICE USE ONLY

ATTACH BILLING LABEL HERE