## ORDER INFORMATION

**QUANTITY**

**ITEM NUMBER / STYLE NUMBER**

**STOCK (TYPE & COLOR)**

**TYPOGRAPHY / 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 IF CHARGE OVER $15)

**FIRST COLOR/PROCESS**

- FLAT
- THERMOGRAPHY
- NOT AVAILABLE ON PACKAGE PRODUCTS

**SECOND COLOR/PROCESS**

- FLAT
- THERMOGRAPHY

**THIRD COLOR/PROCESS**

- FLAT
- THERMOGRAPHY

**BACK COPY**

- FLAT
- THERMOGRAPHY

**CONSECUTIVE NUMBERING (STARTING NUMBER)**

## SPECIAL INSTRUCTIONS

**MAINLINE**

PLEASE INDICATE COLOR SEPARATIONS

**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)

**PACKAGE**

LENGTH ______ x WIDTH ______ x HEIGHT ______

PLEASE ATTACH PACKAGING MOCKUP FOR LAYOUT PURPOSES

## STAMPS & EMBossers

**EMBOSSERS**

**EMBOSSER POSITIONS**

- ROUND EMBOSSED
- LEFT
- RIGHT
- TOP
- BOTTOM
- RECTANGLE EMBOSSED
- TOP
- BOTTOM
- ENVELOP FLAP

**STOCK PRODUCTS**

**REPLACEMENT INK & PADS**

**TYPESTYLE INFORMATION & LAYOUT**

- TYPSTYLE
  - PLEASE LIST TYPESTYLE NAME AND CODE
  - IF NOT MARKED, BLOCK, ALL CAPS, AND CENTERED WILL BE USED.

**TYPESTYLE INFORMATION & LAYOUT**

- CENTERED
- FLUSH LEFT
- FLUSH RIGHT
- SHRINK TO FIT
- MATCH SAMPLE
- MATCH SAMPLE
- SIGNATURE STAMP

**STAMPS & DATERS**

**STAMPS & DATERS**

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

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

**IF NOT MARKED, BLACK WILL BE USED.**

## SHIPPING

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

**DROP SHIP ADDRESS (ADDITIONAL CHARGE)**

- ATTACH BILLING LABEL HERE

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