



PRINTING ORDER FORM Business Cards

Date: _____

Contact Details

Name: _____
 Business Name: _____
 Email: _____
 Tel: _____
 Mobile: _____

Instructions/Procedure:

Please fill in this form and fax/email back to us. We will then contact you to confirm work and costs.

If ok to start then payment will be require previously to commencing any work.

We will then send you a print proof of the artwork which you will be required to approve before printing goes ahead.

If you have a logo or picture and text content, please attach and send via email for speedy process.

Printing Product Requirements:

Business Card Thin Plastic Thick Plastic Fridge Magnet Bookmark Drink Coaster

Quantity: 500 1000 2000 Other: _____

Type: (For Business cards and Bookmark)
 Standard 290gsm Print Press Extra Thick 310gsm Print Press
 Finish: SILK/SILK laminated (both sides silk)
 Gloss laminated front/Matt back
 Gloss/Gloss laminated (both sides)
 Rounded Corners
 Special Shape/ Die Cut, Specify: _____
 Folding Business Card

Colours: CMYK (4/1, 4/0) Full Colour front/ B/w or blank on the back
 CMYK (4/4) Full Colour front and back
 Spot PMS Colours: 1 2 or 3

Extra Special Effects:
 Embossed (Cost depends on size of emboss)
 Plastic Overprint UV EMBO (Cost depends on size of overprint)
 Foil Overprint, Colour: Gold/ Silver / Red/ Blue / Green / Pink / Copper / Gold Dull / Silver Dull / Black /White / Lt Gold
 Scratch Card

ARTWORK LAYOUT:

Provided by Client (no setup fee applies) Setup required. (one of setup fee applies)

Print Proof: Please advise preferred method:
 Send print proof by: email fax to _____ Call me

(show features and placements that you would like on your card)

Front: 

Back: 

Payment: EFT Bank: ANZ, BSB: 012878, Account: 4995 82416, Name: Office And Business
 Cheque: Made out to: Office And Business
 Visa or Master Card AMEX (add 2.5% surcharge)

Card No: _____ Expire Date: _____ / _____

Name on Card: _____ SN: _____

Signature: _____ **PRINT COST:** \$ _____ **SETUP/ARTWORK** \$ _____

ORDERED PAYMENT RECEIVED PICKED UP DATE