**Web Graphics**
Tel 1 800 883 8863
Fax 1 800 883 8861

| COMPANY NAME AND CONTACT | SHIP TO ADDRESS | YOUR DEALER NO. |
|---|---|---|
| | | |

## HOW DO YOU WANT TO BE CONTACTED FOR YOUR QUOTE?

| ❑ PO ❑ QUOTE | QUANTITIES TO BE QUOTED — Business Cards Lots | QUANTITY TO BE PRODUCED — Business Cards in Lots of QTY | REQUESTED SHIP DATE |
|---|---|---|---|
| | ☐ Lots | ☐ Lots of ☐ | |

*Business Card Stock is 80lb Medium White. If you require different stock for your business card you must be quoted.*

| ITEM CODE | ITEM TYPE | DESCRIPTION |
|---|---|---|
| | | |

| PT | PAPER COLOR | WT | GRADE | FINISH | OVERALL SIZE L + R | T + B | 1ST INK CLR | CPY | 2ND INK CLR | CPY | 3RD INK CLR | CPY | 4TH INK CLR | CPY | MICR | 1ST BACK CLR | CPY | 2ND BACK CLR | CPY | 3RD BACK CLR | CPY | 4TH BACK CLR | CPY | BACK POS | PERF STUB SIZE | POS | PERF STUB SIZE | POS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

CARBON INTERLEAVED ❑ COLOR ❑ BLACK ❑ BLUE SIZE ❑ USE STANDARD SIZE BASED ON PRODUCT ❑ SHINGLED 1/2 _____ 3/4 _____ 5/6 _____

EXTRA PERFS OR SCORE ____ X PART(S) _____ HORZ POS(S) _____ VERT POS(S) _____ KIND _____

MARGINAL WORDS | POS
1
2
3
4
5
6

MICR COPY AND POSITION

*MICR CODING INSTRUCTIONS:*

- **X BL** Blank Column
- **TR** For Transit No. Symbol
- **AM** For Amount Symbol
- **AC** For On-Us Symbol
- **DA** For Dash Symbol

AUXILIARY ON - US FIELD | TRANSIT NUMBER FIELD | ON - US FIELD

58 57 56 55 54 53 52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5

**COMPOSITION**

| EXACT REPEAT (JOB NUMBER) | REPEAT WITH CHG. (JOB NUMBER) | PLANT TO SET | CRC | ART BEING SENT VIA |
|---|---|---|---|---|
| | w/chg | | | |

SEND PROOF ❑ FAX ❑ EMAIL _____

THERMO ❑ | PANTOGRAPH ❑ VOID | ❑ FLATSCREEN ❑ ODT NO. _____ | BORDER ❑ BORDER NO. _____ | SPECIAL EFFECTS ❑ BLIND EMBOSSED ❑ EMBOSSED TO PRINT REGISTER ❑ FOIL STAMPING ❑ DIE CUT | ❑ PLANT HAS DIE ❑ DIE TO BE ORDERED

**NUMBERING**

| STARTING NUMBER | MOD | NO. OF POSITIONS | COLOR | ARABIC | PRESS | COLL | GUAR | LIST | MICR | STATIC | CONSEC | OTHER | QUANTITY PER CARTON |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |

**FASTENING**

| GLUE LEFT | GLUE RIGHT | CRIMP LEFT | CRIMP RIGHT | OTHER | PUNCHING | NUMBER OF PLYS | POSITION | NO. OF HOLES | DIAMETER | CENTER TO CENTER |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

**BINDING**

| BOOKS | PADS | NO. OF SETS PER | WRAP AROUND | TRIAD | OPEN END | PARTS END | POLY WRAP | EQUIPMENT | PRINTER | DECOLLATOR | BURSTER |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |

SPECIAL INSTRUCTIONS

**Submit Form**