Martin & Company™

MARTIN & COMPANY DESIGNS, INC.

Tel 303.333.2740 /**Fax 303.379.7344**

Store _____ Date _____ Order Number _____ Salesperson _____

Address _____ City _____ State _____ Zip _____

Tel _____ Fax _____ Account Email_____ Part _____ of _____ parts

Ship to: ☐ Store ☐ Customer **Ship via:** ☐ Ground ☐ 3 Day Select ☐ 2d Day Air, PM ☐ Next Day Air, PM (All orders are shipped via UPS®)

DROP SHIPPING

NAME……TEL……

ADDRESS……

CITY……STATE……ZIP……

SEND ENVELOPES AHEAD

☐ YES

Item Number/Card Name	Quantity	Book	Book Page No.	**Proof Requested**	**Printing Method**
				☐YES ☐FAX Proof ☐ NO ☐Email Proof Proofs will only be sent to the **account's** fax or e-mail	☐Flat ☐Thermography

Copy Position	Ink Color(s)	Typestyle(s)	**Photo**	**Complements** (eyelets, matte, etc.)
☐ **As Shown in Book**			☐Color ☐Snailmailing Photo ☐Sepia ☐Emailing Photo ☐B & W	_____

☐ Upper Left	☐ Top Center	☐ Upper Right
☐ Center Center		
☐ Lower Left	☐ Bottom Center	☐ Lower Right

Detailed Description

……

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……

Ribbon Treatment

☐As Shown

☐Other:_____

(tailored, bow, knot, etc.)

Color:_____

Ribbon Type

☐Grosgrain

☐Satin

☐Velvet

☐Other:_____

SPECIAL INSTRUCTIONS

COPY ☐Upper & Lower Case ☐all lower case ☐ALL UPPER CASE ☐SMALL CAPS

Please underline all Capital letters, check spelling and indicate spacing and any information to be highlighted

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Envelopes

Std. Envelope

☐ White ☐Ecru

☐Premium Envelope

Color _____

☐Liner

Color _____

Printed Qty.	Plain Qty.

Return Address Style

☐ Style A ☐Style B ☐ Style C

☐Style D ☐Style E ☐Style F

Printing Method

☐ Flat ☐Thermography

Ink Color _____

ENVELOPE COPY

……

……

……

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Typestyle #_____

☐Upper & Lower ☐all lower ☐ALL UPPER ☐SMALL CAPS

Mail Photos to: Martin & Company 6753 E. 47th Avenue Drive, Suite F, Denver, Colorado 80216 or email to: orders@martincodesigns.com