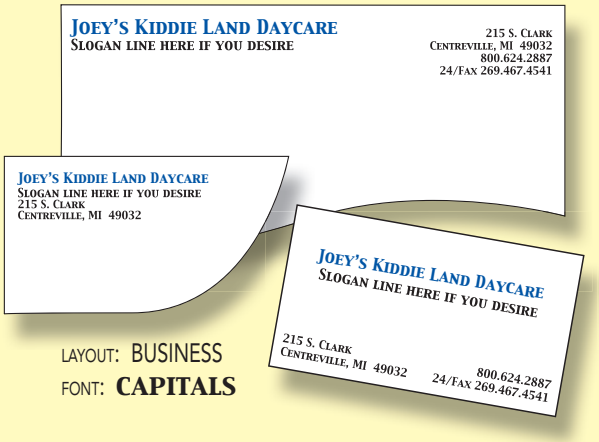
How About Stationery?

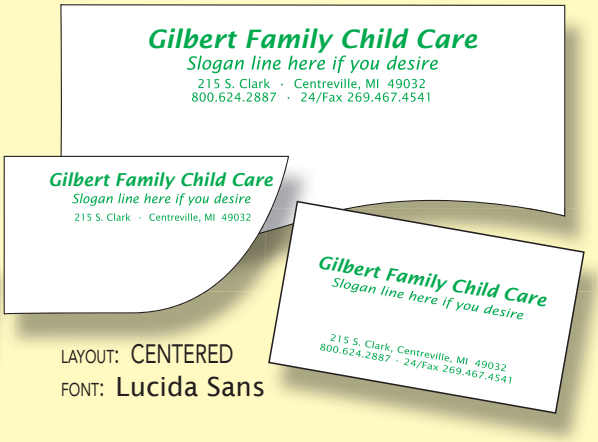
1 Choose Layout

- ❑ Business
- ❑ Centered
- ❑ Graphic Left
- ❑ Right Justified
- ❑ Follow My Layout

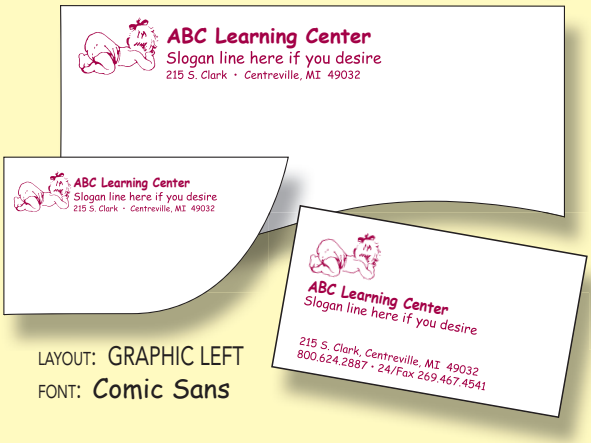
2 Artwork



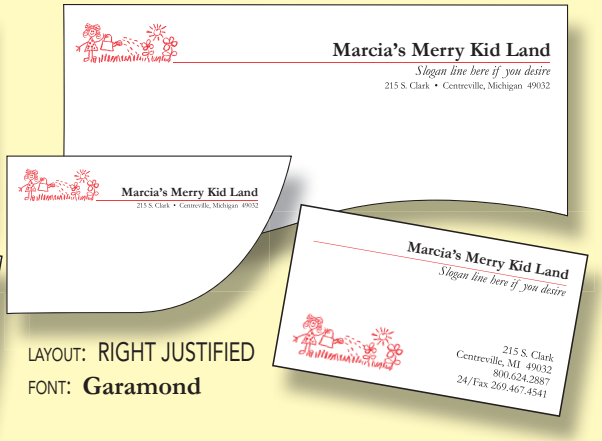
LAYOUT: BUSINESS
FONT: **CAPITALS**



LAYOUT: CENTERED
FONT: Lucida Sans



LAYOUT: GRAPHIC LEFT
FONT: Comic Sans



LAYOUT: RIGHT JUSTIFIED
FONT: Garamond

Don't see one you like? Send us your own: ❑ Enclosed Own Logo ❑ Emailed Own Logo (info@receipts.com) ❑ No Logo

3 Contact Person

Date_____

Facility/School Name_____

Slogan/Motto _____

Street Address _____

City _____ St_____ Zip_____

Phone _____ Fax_____

Email_____

4 Choose Font

- ❑ Garamond
- ❑ **CAPITALS**
- ❑ Times
- ❑ Palatino
- ❑ ***Comic Sans***
- ❑ Helvetica
- ❑ Optima
- ❑ Lucida Sans

5 Need Proof

1st & 2nd Proof… FREE! ❑ Yes ❑ No Email/Fax _____

6 Circle Ink *Color

ADD'L $ FOR 2-COLOR

Please circle desired color(s)

Black	Green	Red
Grey	Orange	Burg
Reflex	Teal	Pantone Violet
Process	Brown	Pantone Yellow
		Dark Green

**LISTED COLORS ARE REPRESENTATIONAL, NOT EXACT*

7 Choose Product / Quantity & Printing

SHIPPING INCLUDED / MI RES ADD 6% SALES TAX

BUSINESS CARDS	LETTERHEAD	ENVELOPE
❑ 250 – $36	❑ 250 – $66	❑ 250 – $57 ❑ Reg. #10
❑ 500 – $43	❑ 500 – $79	❑ 500 – $76 ❑ #10 Window
❑ 1000 – $52	❑ 1000 – $99	❑ 1000 – $97
❑ FLAT ❑ RAISED	❑ FLAT ❑ LASER	❑ FLAT ❑ LASER
LASER SAFE N/C	LASER SAFE ADD $25	LASER SAFE ADD $25
TWO COLOR ADD $15	TWO COLOR ADD $25	TWO COLOR ADD $20

DON'T FORGET →

8 Your Total…

$ _____
$ _____
$ _____
$
$
$
$
$
6% MI TAX $
TOTAL $ _____

9 Choose Payment Method

❑ Check Enclosed Check # _____ ❑ MASTERCARD ❑ VISA ❑ AMERICAN EXPRESS ❑ DISCOVER

Card Number: | | | | | | | | | | | | | | | | |

Card Expires Mo./Yr. | | | – | | |

SECURITY # _____
3-4 DIGIT # GIVEN ON BACKSIDE OF YOUR CREDIT CARD

Name of Cardholder (Please Print)

Authorized Signature

Thank You!

ID-03/12

FAX US YOUR ORDER: Fill out this form and fax it to: 269.467.4541 • ORDER ONLINE: www.receipts.com • CALL IT IN: 1.800.624.2887