

FINISHED QUANTITY:

- 250 500
- 1000 Other _____



Full Color Order Form

925 Denison Avenue, Norfolk, VA 23513 • (757) 857-1946 • 800-876-8321 • FAX (757) 855-5120 • TOLL FREE FAX (888) 855-5120 • artwork@bctvirginia.com
RICHMOND: 1518 Willow Lawn Drive, Richmond, VA 23230 • (804) 440-3785 • Fax (804) 440-3788

For faster processing times, please visit www.bctvirginia.com and click on "Full Color Print Orders"

ITEM:

Full Color Business Cards:

- 4/0
- 4/4
- Stock:
- 14 pt C2S w/ Free 1-sided UV Coating
- Other _____

Fold-R-Card

- 4/Black
- 4/4
- Stock:
- 14 pt C2S
- Other _____

Letterhead

Stock _____

Envelopes

Stock _____

Brochures/Flyer **Catalog Sheets**

- 4/0
- 4/Black
- 4/4
- Stock:
- 80# Gloss Cover C2S
- 100# Gloss Cover C2S
- 80# Gloss Text C2S
- 100 # Gloss Text C2S
- 8½ x 11 or 11 x 17

Post/Rack Cards

- 4/0
- 4/Black
- 4/4
- Stock:
- 14pt C2S w/ Free 1-sided UV Coating
- 12pt C1S w/ Free 1-sided UV Coating
- Size:
- 3 x 5 3½ x 5½ 4¼ x 5½
- 4 x 6 3½ x 8½ 4 x 9
- 5½ x 8½ 5 x 7 6 x 9

Folding/Scoring:

- Trifold Z-Fold
- Single Fold Scoring

Acceptable artwork:
CMYK - Composite at 300 dpi sent as **PDF**, with fonts & graphics embedded

- Send 1-up form, we will decide how best to print on larger sheets.
- Send exact size art with bleeds for best placement.
- All Bleeds must extend 1/16" outside item's margins.
- All Text & Logos must stay within the 1/8" margins.
- **TYPESSETTING OR FILE CORRECTIONS WILL REQUIRE AN ADDITIONAL CHARGE.**

Route #

DEALER _____

ADDRESS _____

CITY _____

PHONE _____

DATE _____

P.O. # _____

DROP SHIP



***Proof Required**

check here

Provide Email Address below if email proof is required. Otherwise a hard copy match proof will be provided (increasing cost & delivery time).

ARTWORK ~ LOGOS ~ BLEEDS

- ART EMAILED ART ON DISK ORIGINAL PHOTO SUPPLIED
- Format: _____ Mainline: _____

SPECIAL INSTRUCTIONS / SPECIAL FINISHING WORK

ATTACH SAMPLE OR WRITE INFO AS IT IS TO APPEAR

BCT USE ONLY

File _____

Proof _____

DROP SHIP