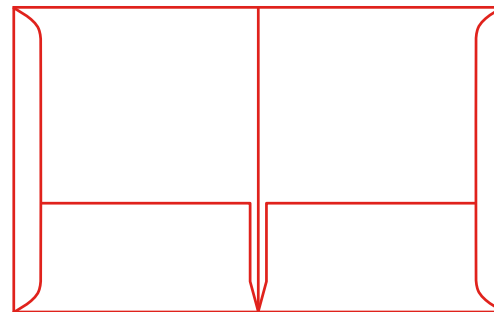


# CUSTOM-PRINTED TWO-POCKET FOLDERS ORDER FORM



to: **EDGEWOOD PRESS, INC.**  
1130 N. MAIN STREET  
ORANGE, CA 92867  
(800) 533-1236 FAX: (714) 289-7010

www.schoolfolderfactory.com



**Call for online submission instructions**

*Please produce our order for Custom-Printed Folders as follows:*

1. **Quantity** \_\_\_\_\_ **Cost:** \$ \_\_\_\_\_ (net freight or applicable sales tax will be added)

2. **Desired delivery date** \_\_\_\_\_  
**Standard (Ship two weeks from receipt of proof approval.)**

3. **Furnished as:**  
 Disk/CD (*Please review our Requirements*)  
**Must include print-out (composite, separations, etc.)**  
 Art has been sent online (FAX THIS ORDER FORM)

4. **Areas to be printed:**  
 Front Cover only       Front Cover, Back Cover, and Flaps  
 Front Cover, Back Cover, Flaps and Area Above Flaps

5. **Number of ink colors** to be used \_\_\_\_\_ (indicate color breakdown on art)  
 Ink color #1 \_\_\_\_\_ Ink color #3 \_\_\_\_\_  
 Ink color #2 \_\_\_\_\_ Ink color #4 \_\_\_\_\_  
 Check here if 4-color process

5a. **Ink color(s)** for area above flaps (inside) \_\_\_\_\_

5b.  **Laminate** (front & back)

5c. **Foil**  Yes  No If Yes, colors \_\_\_\_\_

6. **Business card slits** to be used?  Yes  No  Horizontal card (3.5" x 2")  Vertical card (2" x 3.5")  
 Left Flap  Right Flap  Both Flaps

7. **Brochure slit** (5" wide) to be used?  Yes  No  
 Left Flap  Right Flap  Both Flaps

8. **Shipping:**  Ship to

9. **Billing:**  Bill to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail Proof To: \_\_\_\_\_

School Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (area code \_\_\_\_\_) \_\_\_\_\_ FAX (area code \_\_\_\_\_) \_\_\_\_\_

Ordered by \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ E-mail address \_\_\_\_\_

Purchase order number (hard copy required) \_\_\_\_\_ Date ordered \_\_\_\_\_

With order       In process

**Job Title:**

\_\_\_\_\_