



45 West Main Street, McConnellsville Ohio 43756

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Dear Office Manager or Business Owner;

### RE-ORDER FORM

Pricing is good thru 09/30/08

√	Item	Description	Qty	Price
	Business Cards	Black (raised) Ink	1000	\$39.00
	<b>Business Cards</b>	<b>1 standard (raised) ink choice</b>	<b>1000</b>	<b>\$39.00</b>
	Business Cards	2 standard (raised) ink choices	1000	\$53.00
	<b>Business Cards</b>	<b>Full color (photo quality)</b>	<b>1000</b>	<b>\$100</b>
	Letterhead	Black (raised) Ink	1000	\$144.00
	<b>Letterhead</b>	<b>1 standard (raised) ink choice</b>	<b>1000</b>	<b>\$150.00</b>
	Letterhead	2 standard (raised) ink choices	1000	\$157.00
	<b>Envelopes</b>	<b>Black (raised) Ink</b>	<b>1000</b>	<b>\$200.00</b>
	Envelopes	1 standard (raised) ink choice	1000	\$205.00
	<b>Envelopes</b>	<b>2 standard (raised) ink choices</b>	<b>1000</b>	<b>\$212.00</b>
	Website Design	Basic 1-5 pages [Starting price]	1-5 pg	\$600.00
	<b>Calendars (Imprinted)</b>	<b>10 x 10 closed size</b>	<b>300</b>	<b>\$1.09 ea</b>
	Calendars (Imprinted)	6 x 6 closed size	300	\$0.69 ea
	<b>Holiday Cards</b>	<b>Imprinted with your personal info</b>	<b>100</b>	<b>\$150.00</b>
	Pens (Imprinted)	Click Pen w/ clip – Ridge Pen	500	\$0.39 ea
	<b>Pens (Imprinted)</b>	<b>Metal Pen w/ clip – Alpine</b>	<b>500</b>	<b>\$0.57 ea</b>
	Pens (Imprinted)	Click Pen w/ clip – Chiller Pen	500	\$0.39 ea
	<b>Ultra Clip (Imprinted)</b>	<b>Econo – 30309</b>	<b>500</b>	<b>\$1.06 ea</b>
	House Note Pads	(Imprinted) Econo – 30487	250	\$4.92 ea
	<b>Ceramic Mugs</b>	<b>(Imprinted) Budget – 45140</b>	<b>72</b>	<b>\$1.04 ea</b>
	Travel Mugs	(Imprinted) RCC – 45359	48	\$3.19 ea
	<b>Ball Caps</b>	<b>(Imprinted) RCC – 45413</b>	<b>48</b>	<b>\$2.39 ea</b>
	Can Koozie	(Imprinted) RCC – 45081	200	\$0.82 ea

Business Name:	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Am. Express
Contact Name:	Card #:
Phone:	Exp Date: _____ / _____      V-Code: _____
Fax:	Signature: _____

Balance	\$
Tax (7%)	\$
<b>Total Due</b>	\$
The correct tax, shipping and set up fees will be added to all orders.	

1. **Fill out and fax in order form (Fax: 740-962-3852)**
2. **Our graphics department will contact you to design and fax or email a proof of your art work to you.**
3. **Items shipped right to your door within 7-14 business days.**

Thank you – Heather Hill, Regional Sales Manager