PRESENTATION PRODUCTS & SOLUTIONS • ORDER FORM

1363 Airport Rd. Fairmont, WV 26554 (304) 366-2222 Fax: (304) 366-8888 www.ppspromotions.com

Your P.O # (if needed)

Ordered By:

Company / Organization Name

Address

City State Zip

Phone Number Fax Number

Person to Contact (Please Print)

Ship To: ☐ SAME

Name

Address

City State Zip

Tab Copy Style

☐ Style A ☐ Style B ☐ Style C ☐ Style D

Style A **Style B** **Style C** **Style D**

Mylar Tab Color Options

Clear (std.), Gray, Lt. Gray, Red, Super Warm Red, Yellow, Lt. Yellow, Blue, Lt. Blue, Med. Blue, Dk. Blue, Orange, Lt. Amber, Lt. Green, Med. Green, Dk. Green, Pink, Purple, Brown, Coral, Dk. Blue, Dk. Green

SPECIAL NOTES (i.e., Typestyle, Font Size, All Capital Letters, One or Two Line Text, etc.):

Method of Payment

First-time customers must include payment with order

☐ Credit Card

☐ VISA ☐ MasterCard ☐ DiscoverCard

Card# _____ Exp. Date _____

3-Digit Pin # _____

Cardholder Signature _____

Cardholder Name (printed) _____

☐ Credit card bills to name and address under "Ordered By" above.

☐ Credit card billing address is different than that listed above (indicate alternate address in "Special Notes" above)

10% over or under production applies

Quantity: (# of Sets)

Stock (type and color)

☐ 90# White Index (standard)
☐ 90# Buff Index
☐ 90# Ivory Index
☐ 90# Gray Exact Index
☐ 110# White Index
☐ 125# Manila Tag

Sheet Size (+ tab extension - 1/2" standard)

☐ 8-1/2" x 11" ☐ 5-1/2" x 8-1/2" ☐ 8-1/2" x 14"

3-hole punching (no additional charge) ☐ YES ☐ NO

Clear Mylar Binding Edge Reinforcement (no additional charge)

☐ YES ☐ NO

Ink Color:

☐ Black (standard) ☐ Other (specify) _____ (addl. charge)

Tab Printing: ☐ One Side ☐ Two Sides (no additional charge)

Tab Collating into Sets: ☐ NO ☐ YES (no additional charge)

TAB POSITION	TAB CAPTION or TITLE	TAB MYLAR COLOR