LATSON'S
PRINTING & OFFICE SUPPLY, INC.

1105 MAIN • PO BOX 701 • COMMERCE, TX 75429
(903) 886-2710 • FAX (903) 886-7889

BUSINESS CARDS
Order Form

CUSTOMER	
❑ Pick Up ❑ Deliver to: ❑ Drop Ship to:	
Phone	FAX

Date In

Date Ordered

PRINT IN-HOUSE ❑

❑ JOB OUT TO

❑ REPEAT ORDER *(Attach Sample)*

❑ PROOF REQUESTED: ❑ Call ❑ FAX

QTY.	CARD STOCK / COLOR:
	INK COLOR(S): ❑ Color Copy ❑ Rush Cards

INDICATE TYPE STYLE/SIZES **- C O P Y -** ***INDICATE INK COLORS***

❑ Follow Layout As Shown

❑ Layout for Info Only

NOTICE TO CUSTOMER:

PLEASE PROOFREAD CAREFULLY
and Make Sure ALL Spelling and Numbers are Correct.
We Guarantee ONLY that Printing Will Match Copy Submitted.

CUSTOMER'S INITIALS

SPECIAL INSTRUCTIONS

RUSH CARDS:
- Black ink on white or ivory card stock
- 24hr. Turn Around (at most)
- 50 cards = $22.00 min.

*** $10.00 1st Time Art Set-Up Charge (Minimum)**
+ $50.00 per hr computer time

CARD PRICE	$	
Extras	+	
ART *	+	
Tax	$	
Sub-Total	$	
Payment	-	PLUS TAX
TOTAL DUE	$	PLUS TAX

PAYMENT IN FULL REQUIRED UPON ORDER unless prior arrangements have been made

❑ **HOLD ORDER FOR PAYMENT**
(Keep in On-Order File)