

Envelope Order Form

Company Name _____ Contact Name _____ E-Mail _____ Phone _____ Fax _____	<input type="checkbox"/> Quote <input type="checkbox"/> New order <input type="checkbox"/> Reorder with changes <input type="checkbox"/> Exact Reorder
Order Information Please put an <input checked="" type="checkbox"/> in the appropriate box	
Envelope Size: _____ Quantity: _____ Stock: <input type="checkbox"/> White <input type="checkbox"/> Kraft	
Flap position: <input type="checkbox"/> Open side <input type="checkbox"/> Open end	
Type: <input type="checkbox"/> Plain <input type="checkbox"/> Artline Plain (Security) <input type="checkbox"/> Window <input type="checkbox"/> Artline Window (Security) <input type="checkbox"/> Peel & Seal	
Face Ink Colour(s): _____ Same Ink Colour(s) on Back Flap: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Art Required*: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Instructions:	
*If you want your envelope design to include art (such as a logo) , a digital high-resolution file must be supplied. A fax will not be acceptable. If specific colours are required to be used, please be prepared to provide additional Pantone colour information to ensure consistency. Thank you!	

Please send your completed order form to sales@onesourceofficesupplies.com with any necessary attachments,
or by fax to 604-608-2918 - Thank you!