Please FAX or EMAIL your orders to: 213.744.8257 or 213.747.3035 caroll@sfcooper.com

STUART F. COOPER
PROFESSIONAL BUSINESS PRINTERS AND ENGRAVERS
1565 EAST 23RD STREET • LOS ANGELES, CA 90011

Any Questions or Concerns may be directed to: Carol Lewis 800.421.8703 ext 167

Date _____ **SFC #** _____

Type or Print Clearly. Use a Separate Order Form for Each Printed Item.

Telephone No.	Customer ID No.	Purchase Order No.	Contact	Fax No. or EMAIL

	Quantity	Letter Selection	Card Number	Page Number	Sentiment Number (If Applicable)
1st Choice					
2nd Choice					

***OPTIONAL** Ink Color*

☐ Brown ☐ Gray ☐ Emerald ☐ Silver
☐ Black ☐ Red ☐ Blue ☐ Gold

Ink Colors

- Ink Colors available are Black, Red, Blue, Emerald, Brown, Gray, Silver and Gold.
- Choice Ink color is only available with change of card verse and or personalization.

Due to a great demand for holiday cards the last the last order will be taken December 1st.

Card Imprint Copy—Card copy will be set in 13 pt. Times Roman ALL CAPS. **1 LINE NO CHARGES $4.00 FOR EACH ADDITIONAL LINE**
ONLY ONE CHARACTER AND SPACE PER BOX. MAXIMUM OF 40 CHARACTERS AND SPACES PER LINE.

EXAMPLE S T U A R T F . C O O P E R Example is similar to 13 pt. Times Roman

1ST LINE

2ND LINE (Additional Line Charge)

☐ Copy will be set in ALL CAPS

Note: When choosing foil with 3 or more lines, please allow additional production time.

Special Instructions

☐ Please assemble cards before shipping (if applicable)
☐ Sample Request
☐ Request For Quote Only
☐ PLEASE SEND PROOF
☐ Additional Envelopes

Shipping Instructions

☐ Ground
☐ Air
☐ AM ☐ PM
☐ Will Call

Envelope Imprint Copy—Envelope copy will be set in 1 line, 13 pt. Times Roman Upper CAPS. Additional charge if more than 1 line.
ONLY ONE CHARACTER AND SPACE PER BOX. MAXIMUM OF 40 CHARACTERS AND SPACES PER LINE.

Example S T U A R T F . C O O P E R Example is similar to 13 pt. Times Roman ALL CAPS

1ST LINE

2ND LINE

Please allow 7-10 days after approval of proof for delivery of your order

DELIVERY ADDRESS IF DIFFERENT FROM ABOVE

NAME _____

STREET ADDRESS _____

CITY _____

STATE _____ ZIP _____

Customer Signature X _____

☐ Quote accepted

DATE _____ NAME _____ TIME _____

WE GREATLY APPRECIATE YOUR BUSINESS.
THANK YOU FOR CHOOSING STUART F. COOPER.

STUART F. COOPER USE ONLY

$ _____
Amount