

# Corporate Stationery Ordering

complete this form and either email it or print it out and fax to (614) 444-4925  
 (email and print buttons on the bottom of the form)  
**Samples of each item are on page 2 of this form**

Company Area Office # \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**We will fax a proof or Email a PDF proof to you for approval:**  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Shipping Information:**  
 Attention: \_\_\_\_\_  
 Shipping Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Stationery & Envelopes Imprinted

Item	Description	Quantity
W8C	Letterhead - Four Color Logo - 8.5" x 11" - White - Imprinted	
W13C	Mailing Label - Imprinted	
W17C	Letterhead Envelope - Four Color Logo - White - Imprinted	
W33AC	12.5" x 9.5" Envelope - Imprinted	
W42C	Business Card Name: _____ Title: _____	
W42C	Business Card Name: _____ Title: _____	

Please enter your imprint copy below. If you have a previously imprinted sample, please fax it to (614) 444-4925 along with this form.

Please complete and send Old Trail a separate order form for each imprinted item.

Company Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

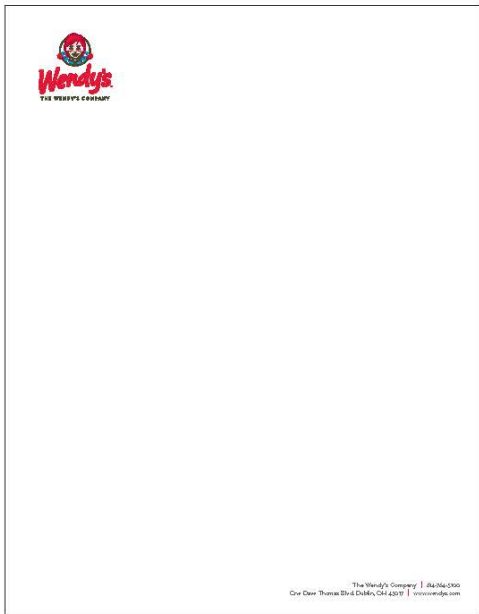
*\*Orders for business cards can be delayed in production one (1) day for each day that we do not receive an approved proof back.*

**FAXING OR MAILING A SAMPLE AT THE TIME OF ORDER IS APPRECIATED.**

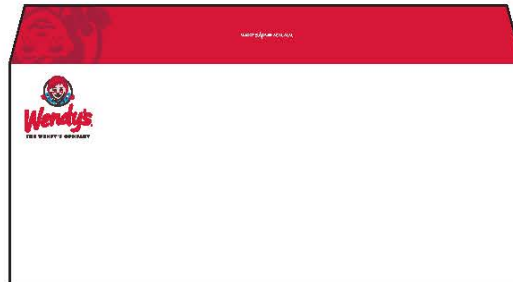
**Please check all imprinted items upon arrival. Old Trail has a 30 day return policy and cannot reprint or issue credit on an order if not notified of an error within 30 days.**



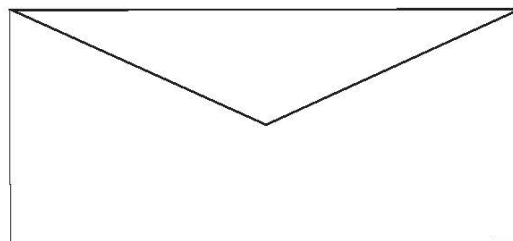
# CORPORATE STATIONERY & ENVELOPES IMPRINTED



**W8C (4 color logo)**  
 Letterhead - Imprinted  
 81/2x11  
 500 65.00  
 1000 110.00  
 2500 249.00



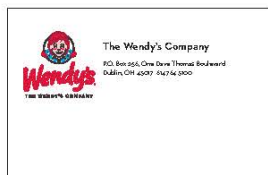
**W17C (4 color logo)**  
 Letterhead Envelope-Imprinted  
 500 110.00  
 1000 220.00  
 2500 550.00



**W17P**  
 Blank Envelope-No Printing  
 500/box 20.00



**W42C**  
 Business Card  
 250 37.50  
 500 47.50  
 1000 75.00



**W13C**  
 Mailing Label-Imprinted  
 6 Up Avery 5164  
 250/box 31.00



**W33AC**  
 12.5 x 9.5 Envelope  
 500 128.60  
 1000 197.40  
 2500 473.60

**DISCLAIMER: AREA OFFICES AND FRANCHISEES ARE RESPONSIBLE FOR LETTING OLD TRAIL FULFILLMENT KNOW IF THERE ARE ANY CHANGES TO ADDRESSES FOR STATIONERY OF ANY KIND.**