

# Stationery Order Form (New Request or Reprint)

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Email this form to **customerservice@bestimageprinters.net** or fax this form to **Best Image Printers** at **804-330-3700**. For questions call **804-272-1006**.

GROUP NAME (NAME THAT APPEARS ON THE LOGO) \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

BEST IMAGE JOB NUMBER: \_\_\_\_\_

EMAIL PROOFS TO: \_\_\_\_\_

Delivery Address:

Residential    Office

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

Delivery Instructions: (Shipping costs are tallied once items have been packaged and weighed. For this reason, we cannot give quotes up front.)

Overnight

2-Day

3-Day

Ground (shipping time varies by location)

Bill to our FedEx account:

Account Number: \_\_\_\_\_

Delivery Date:

If you need your order by a specific date, please indicate here: \_\_\_\_\_

Credit-Card Type and Number\* \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code (3 digits on back of card) \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Billing Street Number or PO Box Number \_\_\_\_\_

\*You will be charged typesetting fees, even if you cancel the stationery order, for the creation of proofs. The fee amount depends on the request.