

**GLUE-BIND PREMAILER ORDER FORM**

Please complete with your envelope converting requirements.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 PO #: \_\_\_\_\_ Job #: \_\_\_\_\_  
 Job Name: \_\_\_\_\_

**QUANTITY**

Finished Quantity \_\_\_\_\_ Overrun \_\_\_\_\_ Sample \_\_\_\_\_

**Please list multiple copy changes.** *(Let us know if you have more than one copy change per run)*

\_\_\_\_\_  
 \_\_\_\_\_

**SIZE**

Net flat sheet size before folding \_\_\_\_\_  
 Finished folded size \_\_\_\_\_

**PRODUCTION INSTRUCTIONS** *(Please check appropriate specifications)*

**Number of panels** *(count glued pocket as one and two)* \_\_\_\_\_

**Re-moisten edge gum only:**

**Re-moisten edge gum, and:** score  1 perf  2 perfs

**Re-moisten edge gum and fold:** score  1 perf  2 perfs

**With glued pocket and re-moisten gum, and:** score  1 perf  2 perfs

*Double parallel fold*

*Roll fold*

**PRICE BREAKDOWN** *(Please check our price sheet and complete this section accordingly)*

Setup Charge \$ \_\_\_\_\_  
 Price/1,000 \$ \_\_\_\_\_  
 Trim Cutting \$ \_\_\_\_\_  
 Grain Wrong Setup Charge \$ \_\_\_\_\_  
**TOTAL \$ \_\_\_\_\_**

**Printed stock will arrive to ECS on** \_\_\_\_\_ **Will Call/Ship Date** \_\_\_\_\_  
MM/DD/YY MM/DD/YY

**SHIPPING INSTRUCTIONS**

\_\_\_\_\_  
 \_\_\_\_\_