

Please type or print clearly.

Company Name \_\_\_\_\_

Billing Address (No PO boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Shipping Address (No PO boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Company Representative \_\_\_\_\_ Title \_\_\_\_\_

Special Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Printed Booklet Quantity** \_\_\_\_\_

**Imprint Options** Choose one option only.

**No Imprint**

**Custom Imprinted** Check all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Set type for imprint per attached instructions  | <input type="checkbox"/> Imprint on front cover only      |
| <input type="checkbox"/> Disk with art for imprint enclosed  | <input type="checkbox"/> Imprint on back cover only       |
| <input type="checkbox"/> Artwork for imprint on file at Newkirk  | <input type="checkbox"/> Imprint on front and back covers |
| <input type="checkbox"/> Artwork e-mailed to Newkirk at <a href="mailto:jharris@newkirk.com">jharris@newkirk.com</a> | <input type="checkbox"/> Back cover as self-mailer        |
|  | <input type="checkbox"/> Proof requested                  |

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**Order By Mail** if you are sending artwork for your imprint. Mail to Newkirk, 15 Corporate Circle, Albany, NY 12203.

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## PRINTED BOOKLETS

### Custom Imprint Option

- ▶ Can include logos and special typefaces
- ▶ Imprint on front and/or back cover
- ▶ Ships in 10-15 working days (transit time not included)

Your imprint information is printed in black. (Color imprint available; please call for pricing.) The space available is approximately 2½" wide × 2½" deep on the front cover and 3" wide × 7" deep on the back cover. Please provide your logo and artwork on a disk or send to Newkirk by e-mail. Newkirk can typeset your imprint at no additional charge and will provide you with a proof.

If Newkirk has your imprint on file from a prior order for a booklet of the same size (and no changes are required), your booklets will be shipped in approximately 10 working days from receipt of your completed order form. If we are creating your imprint from scratch, your booklets will be shipped in approximately 15 working days.

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Newkirk can customize your booklets to the degree you choose. Pricing for customization is based on your requirements. Please call us for a quote. Your choices include a:

- ▶ Custom cover with Newkirk's standard text
- ▶ Standard cover with custom text
- ▶ Custom cover and text

### Printed Booklets - Custom and Unimprinted

Quantity	Custom Imprinted
50 - 199	n/a
200 - 499	\$1.25
500 - 999	1.20
1,000 - 2,499	1.15
2,500 - 4,999	1.10
5,000 or more	1.00
<b>Unimprinted (available in lots of 50) @ \$1.20 each. Prices do not include shipping, handling, and applicable sales tax.</b>	

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