

Full Color Double Side Business Card Ordering Information

With Matt Lamination _____ with Spot UV with Diecut
 With Super White Stock Paper _____
 Confirmation Method* via Fax via Email in Person *Please check the appropriate box

Business Card Ordering

Date _____

Manuscript Production Information

Artwork from customer Service by Print100 (Charges apply)
 Logo, Images _____

 Fonts _____
 Remarks _____

Delivery Method

Collect in person By courier (Charges may apply)
 Delivery Address _____

 Recipient _____
 Contact Number _____
 Remarks _____

Front

Please draft here

90 x 54 mm

Please draft here

90 x 108 mm

Standard Size - \$100 / 300 pcs

Fold Card Size - \$180 / 300 pcs

Bottom

Please draft here

90 x 54 mm

Please draft here

90 x 108 mm

Remarks

- All artwork must be confirmed before printing.
- Manuscript Production Service by Print100 on business card will charge HK\$60, including one logo tracing. Every extra logo tracing will charge for \$30 each. No extra charge will apply on updating any information later on (with the same card design).
- CMYK offset printing is our standard, no spot color may applied.
- Monitor may not be the reference on color proofing, 10% difference is acceptable as it is the industry standard.
- Please proof read all the information on the draft. No returns is accepted after confirmation.
- Free delivery[^] on purchase with over \$300 printing fee, \$15[^] will charge for courier for less than \$300.
- For details on product and information of Print100, please go to www.print100.com.

[^] Only for general commercial / industrial districts

Please confirm all the information had clearly filled.
 Fax / Email / Post this form to us for ordering after signature.

Signature

X

Hong Kong: 2505, Fook Yip Building, 53-57 Kwai Fung Crescent, Kwai Fong (Kwai Fong MTR Exit C)

Tel: +852 2968 0000 **Fax:** +852 2968 0999 **Ordering Email:** order@print100.com

Macau: Rua Comandante Mata E Oliveira, Edf. AIM 4/F, Flat C-D

Tel: +853 711 818 **Fax:** +853 711 878 **Ordering Email:** order@macau.print100.com

Guangzhou: 2/F, 225-1, Zhong Shan 6th Road, Guangzhou City

Tel: +86 020 8130 0833 **Fax:** +86 020 8130 5686 **Ordering Email:** order@gz.print100.com



**Worldwide
Business Card
Provider**

Full Color Envelope Ordering Information

Full Color Envelope* _____
 _____ without Window with Window (+\$100 / 2000pcs)
 Confirmation Method* via Fax via Email in Person *Please check the appropriate box

Envelope Ordering

Date _____

Manuscript Production Information

Artwork from customer Service by Print100 (Charges apply)
 Logo, Images _____

 Fonts _____
 Remarks _____

Delivery Method

Collect in person By courier (Charges may apply)
 Delivery Address _____

 Recipient _____
 Contact Number _____
 Remarks _____



Back

Front

228 x 105 mm

Full Color Envelope -
\$580 / 2000 pcs

Please be noticed on the folding procedure on the envelope. The shaded area will be covered after folding. DO NOT place any critical elements inside

Folding Procedure



Remarks

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**Worldwide
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Full Color Letterhead Ordering Information

Full Color Single Side Letterhead _____

Confirmation Method* via Fax via Email in Person *Please check the appropriate box

Letterhead Ordering

Date _____

Please draft here

210 x 297 mm

Full Color Letterhead - \$ 480 / 2000 pcs

DO NOT place any critical elements within the trim line and 3-5 mm inside trim line

Manuscript Production Information

Artwork from customer

Service by Print100 (Charges apply)

Logo, Images _____

Fonts _____

Remarks _____

Delivery Method

Collect in person By courier (Charges may apply)

Delivery Address _____

Recipient _____

Contact Number _____

Remarks _____

Remarks

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- Manuscript Production Service by Print100 on business card will charge HK\$60, including one logo tracing. Every extra logo tracing will charge for \$30 each. No extra charge will apply on updating any information later on (with the same card design).
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