

# Academy Press Order Form

**Toll Free Fax: 1-866-223-5495 or E-Mail to: [academyprinting@aol.com](mailto:academyprinting@aol.com)**

**Please Copy This Original Form Before Placing Your Order.**  
*(Please use a separate Order Form for Each Product)*

School Name \_\_\_\_\_ (Please Print) School official responsible for this order: (Please print below.)  
Address \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Fax: (\_\_\_\_\_) \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Purchase Order No. \_\_\_\_\_ (if applicable)

Title \_\_\_\_\_  
Signature \_\_\_\_\_

Academy Press will confirm this order via E-Mail within 24 hours unless you require confirmation via one of the following:  
 Fax  Telephone  US Mail

## SELECT THE ITEM, QUANTITY AND COLOR(S) (Please Print)

**Memo Pad** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

**Pencil** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

Color of Pencil \_\_\_\_\_ Imprint Color \_\_\_\_\_

**Bic Stick Pen** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

Color of Barrel \_\_\_\_\_ Color of Trim \_\_\_\_\_ Imprint Color \_\_\_\_\_

**Bic Click Pen** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

Color of Barrel \_\_\_\_\_ Color of Trim \_\_\_\_\_ Imprint Color \_\_\_\_\_

**Book Marks** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

Size of Book Mark:  1½ x 7 or  2 x 8 Printed 1 Side:  1 or Printed 2 Sides:

**Magnet** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

Background Color \_\_\_\_\_ Color of text \_\_\_\_\_

## IMPRINT COPY FOR SELECTED ITEM

Please print or type clearly. Double check spelling, phone numbers, addresses, etc.

1ST LINE \_\_\_\_\_  
2ND LINE \_\_\_\_\_  
3RD LINE \_\_\_\_\_  
4TH LINE \_\_\_\_\_  
5TH LINE \_\_\_\_\_  
6TH LINE \_\_\_\_\_

## LAYOUT CHECK LIST

\_\_\_\_ Academy Press will reset type and create layout

\_\_\_\_ Use art as is based on copy sent via e-mail\*

\*Send your artwork via email as a PDF at the highest resolution with a minimum of 300 dpi for art work, logo or design. Should you have any questions regarding output please contact us.

**Email your art file to: [academyprinting@aol.com](mailto:academyprinting@aol.com)**

**ADD ADDITIONAL INFORMATION OR SPECIAL INSTRUCTIONS ON A SEPARATE SHEET**