

**SINGLE-SHEET ORDER FORM**

C O R P O R A T I O N

**Mail or Fax This Form To:**  
**Briggs Corporation**  
**ATTN: Customs Department**  
 7855 University Blvd.  
 Des Moines, IA  
 50325

**Phone: 1-800-247-2343, Ext. 4555 • FAX: 1-877-234-9874**

Date \_\_\_\_\_

Account # \_\_\_\_\_

Purchase Order # \_\_\_\_\_

**Billing Address****Shipping Address (if different from billing address)**

Company/Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Attn: \_\_\_\_\_

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

Contact: \_\_\_\_\_

e-mail address: \_\_\_\_\_

 Check here if billing address and shipping address are the same.

Company/Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Attn: \_\_\_\_\_

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

Contact: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Don't have an account with Briggs?**

Check here if you would like to open an account with Briggs.  
 Please fill out the information above and we will open one for you.  
 Or, call your Briggs Representative at 1-800-247-2343.

Is this a quote or an order?  Quote  Order
 Print Quantity:  500  1,000  Other \_\_\_\_\_  
 (Minimum order is 500, 1,000 on pin-fed)
Proof desired?  Yes  No*Briggs reserves the right to require proofing on any form.***Single-Sheet Form**

We offer a wide variety of materials and form sizes to meet your needs, including forms designed to run through your laser printer. To order, simply fill out the specifications below.

**FORM TYPE** Standard Single-Sheet Form  
(Minimum quantity of 500) Laser Compatible Form  
(Minimum quantity of 500) Single Pin-fed Form  
(Minimum quantity of 1000)**FORM SIZE**

Please indicate your overall form size (in inches) including stub. Width \_\_\_\_\_ Length \_\_\_\_\_

**PAPER STOCK**

Standard paper weight is 20-lb. bond; laser compatible forms are 24-lb. bond.

 White  Canary  Green  Blue  Pink  Gold  Other \_\_\_\_\_**PRINTS** Front side only  Front and back: \_\_\_\_\_ Head-to-head (HH) or \_\_\_\_\_ Head-to-foot (HF)**INK COLORS**

We can print up to a TOTAL of 4 ink colors on your sheet. Back side printing is also available. Please indicate the colors you would like. Standard colors are Black, Red, Blue, Yellow, Orange, Green and Brown.

Front side of sheet 1st color \_\_\_\_\_ 2nd color \_\_\_\_\_ 3rd color \_\_\_\_\_ 4th color \_\_\_\_\_

Back side of sheet 1st color \_\_\_\_\_ 2nd color \_\_\_\_\_ (3rd and 4th colors not available on back).

**PUNCHING**
 Side Punched  3 hole  5 hole  7 hole  
 Top Punched  2 hole  3 hole  5 hole
**ADDITIONAL OPTIONS**

Please check additional options available.

 Additional Horizontal Perforation  Additional Vertical Perforation Consecutive Numbering – Starting with number \_\_\_\_\_**PIN-FED FORM**

Standard size of stub on pin-fed form is 1/2" left and right. Different sizes are available upon request.

 Standard 1/2"  Other \_\_\_\_\_**PADDING**
 Would you like your forms padded?  Yes  No  
 Standard padding is at the top of the form, 100 sheets per pad.
**Please note:** Custom-Manufactured Merchandise may not be returned for reasons pertaining to errors in customer approved artwork or specifications.