

CUSTOM PATRON CARD ORDERING INSTRUCTIONS

Contact:	Org Name:
Phone:	Customer Number:
Item Number:	Fax:
Order Number (if known):	Quantity:

Fax Completed Form: 800-320-7706 *(Note: Minimum order of 1000)*

Email Camera-Ready Artwork: custom@thelibrarystore.com

Is this an **EXACT** reorder? **Yes** **No**

If yes, you may place the item number in your shopping cart and type “re-order” in the comments section. **If no**, please follow the instructions on this form.

Are you sending camera-ready artwork? **Yes** **No**

(Camera-Ready artwork is required for all new orders with any kind of graphic image. Faxes and copies are not acceptable.) (An additional \$50.00 modification charge will be added to your order if artwork is not Camera-Ready and requires alterations.)

<p>Card background color: _____</p> <p>Ink Colors Front: _____ Back: _____</p> <p>Front Information: _____ _____ _____ _____</p> <p>Back Information: _____ _____ _____ _____ _____ _____</p>	<p>Signature area desired? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify placement of Signature: Front <input type="checkbox"/> Back <input type="checkbox"/></p> <p>Bar Code desired? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide the following information and send a copy of the Bar Code you are currently using.</p> <ol style="list-style-type: none"> 1. Circulation program used: _____ 2. Bar Code type <input type="checkbox"/> a. Code 39 <input type="checkbox"/> b. Codabar <input type="checkbox"/> c. Follett “Interleaved 2 of 5” <input type="checkbox"/> d. Other: _____ 3. Complete beginning and ending sequence numbers including all other numbers to be printed in the bar code. Beginning _____ Ending _____ 4. Check digit required? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Placement of Bar Code? <input type="checkbox"/> Front <input type="checkbox"/> Back
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