


**INFORMATION**

Name \_\_\_\_\_

Title \_\_\_\_\_

Office \_\_\_\_\_

Business # \_\_\_\_\_ (24 Hrs) Available Logo's

Residence # \_\_\_\_\_  

Fax # \_\_\_\_\_  

Pager # \_\_\_\_\_  

Cellular # \_\_\_\_\_

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

**SHIPPING INFORMATION**

- I will pick up from Tower Printing
- Ship to Sutton Group Office  
(Sent to Calgary Sutton offices every Friday)
- Please ship to address below - \$10.00  
(Within Calgary city limits)
- Out of town - ship to address below  
(Please call for price)

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

Attention: \_\_\_\_\_

Description	Quantity Ordered
Business Cards: (min. order 1000) Card Style: _____ <input type="checkbox"/> No Picture <input type="checkbox"/> Black/White Picture <input type="checkbox"/> Color Picture	<b>SEE REVERSE FOR STYLES</b>
Letterheads: (min. order 1000) <input type="checkbox"/> Blank <input type="checkbox"/> Office Address <input type="checkbox"/> Personalized	
Second Sheets: (min. 1000)	
Feature Sheets: (min. order 1000) <input type="checkbox"/> with words (Features of This Home) <input type="checkbox"/> no words	
Envelopes: (min. order 1000) <input type="checkbox"/> Plain (no Window) <input type="checkbox"/> Window	
No Smoking Signs: (min. order 100)	
Presentation Folders: Beach Scene	
Kraft Envelopes: (min. order 500) <input type="checkbox"/> Legal Size <input type="checkbox"/> Letter Size	
Supply Requisitions: (min. order 100)	
Addendum to Offer: (min. order 100)	
Client Referral Forms: (min. order 100)	
Sales Contracts: (min. order 100)	
Transaction Sets: (min. order 100)	

Description	Quantity Ordered
Transaction Envelopes: (min. order 100)	
Drop Cards: (min. order 1000) <input type="checkbox"/> Just Listed <input type="checkbox"/> Just Sold Cards: <input type="checkbox"/> Current Market Analysis: <input type="checkbox"/> Evaluation Certificate:	
Just a Note Cards & Envelopes: (min. 100)	
Thank You Cards & Envelopes: (min. 100)	
Blank Note Cards & Envelopes: (min. 100)	
Spot Light Cards (min. order 100) <input type="checkbox"/> small <input type="checkbox"/> large	
Scratch Pads: (min. order 250 pads) <input type="checkbox"/> 4" x 5" <input type="checkbox"/> 3.5" x 8"	
Phone Cards (min. order 500)	
Door Hangers (min. order 100)	
Listing Presentation Book (min. order 10) <input type="checkbox"/> Red <input type="checkbox"/> Grey	
<b>Special Instructions:</b>	

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_