

# Academy Press Order Form

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

School Name \_\_\_\_\_  
(Please Print)

E-Mail Address: \_\_\_\_\_

Address \_\_\_\_\_

Purchase Order No. \_\_\_\_\_ (if applicable)

Telephone: (\_\_\_\_\_) \_\_\_\_\_

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

Fax: (\_\_\_\_\_) \_\_\_\_\_

Fax  Telephone

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

**MEMO PADS** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

25 SHEETS PER PAD  50 SHEETS PER PAD **INK COLOR**  Blue  Red  Green  Maroon  Black

**BIC STICK PENS** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

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

**BIC CLICK PENS** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

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

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

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

**BOOK MARKS** (School Name) \_\_\_\_\_ Quantity \_\_\_\_\_

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

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

Background Color \_\_\_\_\_ Color of Text \_\_\_\_\_

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

Suggested Sizes:  6'x3'  6'x4'  Other \_\_\_\_\_

**SUGGESTED COLORS: FOR BACKGROUND**

\_\_\_ WHITE \_\_\_ NAVY BLUE \_\_\_ YELLOW GOLD \_\_\_ BRICK RED \_\_\_ MAROON \_\_\_ FOREST GREEN \_\_\_ BLUE VIOLET

**SUGGESTED COLORS: FOR TEXT**

\_\_\_ WHITE \_\_\_ NAVY BLUE \_\_\_ YELLOW GOLD \_\_\_ BRICK RED \_\_\_ MAROON \_\_\_ FOREST GREEN \_\_\_ BLUE VIOLET

**LAWN SIGNS** (School Name) \_\_\_\_\_ Quantity **4 8 10 16 20**

**SUGGESTED COLORS: FOR BACKGROUND**

\_\_\_ WHITE \_\_\_ NAVY BLUE \_\_\_ YELLOW GOLD \_\_\_ BRICK RED \_\_\_ MAROON \_\_\_ FOREST GREEN \_\_\_ BLUE VIOLET

**SUGGESTED COLORS: FOR TEXT**

\_\_\_ WHITE \_\_\_ NAVY BLUE \_\_\_ YELLOW GOLD \_\_\_ BRICK RED \_\_\_ MAROON \_\_\_ FOREST GREEN \_\_\_ BLUE VIOLET

**PLEASE CHECK ONE OF THE FOLLOWING:**

Academy Press will reset type and create layout  Text & art will be 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 at 1-866-223-5490.

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