



To place an order, email - [emsb@tlcglobalinc.com](mailto:emsb@tlcglobalinc.com)

**ORDER FORM**

|             |   |              |   |          |                                   |        |                                |
|-------------|---|--------------|---|----------|-----------------------------------|--------|--------------------------------|
| Date Rec'd  | <input type="text" value="MM / DD / YYYY"/> | Exp.Del.Date | <input type="text" value="MM / DD / YYYY"/> | Client # | <input type="text" value="#"/>    | P.O. # | <input type="text" value="#"/> |
| School Name | <input type="text" value="EMSB"/>           |              |   | Contact  | <input type="text" value="Name"/> |        |                                |
| Address     | <input type="text" value="Address"/>        |              |   |          |                                   |        |                                |
| City        | <input type="text" value="City"/>           | Postal Code  | <input type="text" value="Postal Code"/>    |          |                                   |        |                                |
| Tel.        | <input type="text" value="Tel"/>            | Email        | <input type="text" value="email address"/>  |          |                                   |        |                                |

**Step 1 - Order**

|                     |                                       |                                       |   |  |                                       |
|---------------------|---------------------------------------|---------------------------------------|---|--|---------------------------------------|
| # of original pages | <input type="text" value="Quantity"/> | Colour and black mixed in originals ? | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |                                       |
| Copies required     | <input type="text" value="Quantity"/> | Hard copy                             | <input type="text" value="Quantity"/>   | Electronic                             | <input type="text" value="Quantity"/> |

**Step 2 - Choose your paper size**  Thick Paper

8.5 x 11       8.5 x 14       11 x 17

**Step 3 - Choose your printed colour**

Black & White       Colour       Both

**Step 4 - Choose your paper colour**

White, all sizes

8.5 x 11     Green     Yellow     Blue     Golden Rod     Pink     Ivory     Salmon

8.5 x 14     Green     Yellow     Blue     Golden Rod     Pink

11 x 17     Green     Yellow     Blue

**Step 5: Important extra information**

Thick Paper     Staple     3 Hole Punch     Spiral Bind -  Clear  White  Black  Blue  Red

Collate     Reducing     Folded     Other

**Sample of Fold**

Half Fold     Tri-Fold     Z-Fold     Accordion     Roll     Double Parallel     11x17 to #10

**Position of Staple**

**SPECIAL INSTRUCTIONS**

---



---

**NON PRINTED MATERIALS**

**Options - PHOTOCOPY PAPER**

8.5 x 11     8.5 x 14     11 x 17

**Options - COVERS - Thicker Paper**

8.5 x 11     8.5 x 14

**Options - COLOUR PHOTOCOPY PAPER**

8.5 x 11     Green     Yellow     Blue     Golden Rod     Pink     Ivory     Salmon

8.5 x 14     Green     Yellow     Blue     Golden Rod     Pink

11 x 17     Green     Yellow     Blue

**Printed supplies available**

Business Cards     Letterhead     Envelopes - #10     #10 Window     #9     Pads     Banners

Please send us samples of printed material required.