



# TOM BROCK FORMS

**TO REORDER BY PHONE**

Toll Free

877-325-0189

Local: 318-325-0189

**ORDER BY FAX**

Ready 24 Hours a Day

7 Days a Week

318-325-2947

**ORDER BY MAIL**

Simply mail this form to:

Tom Brock Forms

P.O. Box 14190

Monroe, LA 71207

BILL TO:

NEW CUSTOMER

EXISTING CUSTOMER

SHIP TO:

SAME AS "BILL TO" (WE CANNOT SHIP TO P.O. BOXES)

STEP ONE

SCHOOL NAME		SCHOOL NAME	
PERSONAL CONTACT NAME		SCHOOL NAME	
TAX EXEMPT NO.	PURCHASE ORDER NO.	ATTN:	
ADDRESS		ADDRESS	
CITY	COUNTY	STATE	ZIP
CITY	COUNTY	STATE	ZIP
PHONE NO.	FAX NO.	PHONE NO.	FAX NO.

\*\*E-MAIL ADDRESS:\*\*

STEP TWO

QUANTITY	NO. OF PLYS	ITEM DESCRIPTION	INK COLOR	START #	PRICE PER 1,000	TOTAL
SPECIAL INSTRUCTIONS		<input type="checkbox"/> PRE-NUMBER CHECKS	<input type="checkbox"/> YES, USE MY LOGO, ARTWORK IS ENCLOSED	NUMBER OF SIGNATURE LINES REQUIRED ON CHECKS	ADDITIONAL CHARGES	
		<input type="checkbox"/> PRE-NUMBER RECEIPTS			SUBTOTAL	

STEP THREE

<b>INFORMATION TO BE PRINTED ON FORMS</b>		<b>STANDARD INK COLORS</b>		10% SHIPPING CHARGE
SCHOOL NAME		ORANGE	PURPLE	<b>TOTAL</b>
NAME OF FUND, ACCOUNT OR SCHOOL MOTTO (OPTIONAL)		TEAL	LT. MAROON	
ADDRESS		LT. BLUE	DK. MAROON	<b>PLEASE DO NOT SEND PAYMENT AT THIS TIME. WE WILL SEND AN INVOICE WHEN THE ORDER HAS BEEN COMPLETED. THANKS!</b>
CITY		ROYAL BLUE	LT. BROWN	
STATE		DK. BLUE	DK. BROWN	<b>CHECK ORDERS: PLEASE INCLUDE A SAMPLE OF YOUR CURRENT CHECK MARKED "VOID".</b>
ZIP		LT. RED	LT. GREEN	
PHONE NO.		DK. RED	DK. GREEN	<b>Thank You!</b>
TYPE OF PRINTER		<b>TYPESTYLES</b>		
PLEASE SEE ATTACHED SHEET FOR LASER FORMS NUMBERING OPTIONS		<input type="checkbox"/> COPPERPLATE		
<b>PLEASE CIRCLE VERSION OF EPES SOFTWARE PROGRAM</b>		<input type="checkbox"/> CENTURY SCHOOLBOOK		
BASIC ACCT. FOR WINDOWS VERSION _____ / 32-BIT		<input type="checkbox"/> HELVETICA		
SOFTWARE OTHER THAN EPES				

When paying invoice, please remit to:

Tom Brock Forms · P.O. Box 14190 · Monroe, LA 71207 Date \_\_\_\_\_ Authorized Signature \_\_\_\_\_

**PLEASE FILL OUT THIS ORDER FORM COMPLETELY! FAILURE TO DO SO WILL DELAY THE PROCESSING OF YOUR ORDER!**