



# TOM BROCK FORMS

## EMAIL ORDERS:

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## TO REORDER BY PHONE

Toll Free: 877-325-0189  
Local: 318-325-0189

## ORDER BY FAX

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

STEP ONE	SCHOOL NAME				<b>SHIP TO:</b> <input type="checkbox"/> SAME AS "BILL TO" (WE CANNOT SHIP TO P.O. BOXES)			
	PERSONAL CONTACT NAME				SCHOOL NAME			
	TAX EXEMPT NO.		PURCHASE ORDER NO.		ATTN:			
	ADDRESS				ADDRESS			
	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"/> PRE-NUMBER RECEIPTS	<input type="checkbox"/> YES, USE MY LOGO, ARTWORK IS ENCLOSED	NUMBER OF SIGNATURE LINES REQUIRED ON CHECKS	ADDITIONAL CHARGES

### INFORMATION TO BE PRINTED ON FORMS

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

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!**