

Ship To: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

Bill To: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Buyer: \_\_\_\_\_  
Purchase Order #: \_\_\_\_\_

Acct #: \_\_\_\_\_

Ship Via: \_\_\_\_\_ F.O.B. Factory \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

COVERS	Quantity	Cover Code	Size Code	Capacity Code	Endplate Color	Cover Material	Cover Color	Design	Design Color	Title	Title Color	Studio Imprint	Description	Unit	Extension	

**Imprint Dies/Custom Tooling**

For studio imprint dies, see reverse side of this form. **For Custom Tooling**, print desired tooling in the "Description" column on the same line as the cover to be tooled.

Then, fill out the Confirmation Sheet on the back of this order form with the corresponding tooling for verification. Please note General Products' confirmation policy which is explained in the Price List.

INSERTS	Quantity	Insert Code	Size Code	Insert Type	Color	Insert Title	Description	Unit	Extension	

**Payment Terms**

Open Account (must be an active customer)  
 COD  
 Credit Card (Visa, Mastercard, Discover) - fill in below

Card Holder's Name: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

MATS	Quantity	Mat Color	Prefix Code	Cut-out Code	Description	Unit	Extension	

The following are Trademarks of General Products:



<b>total</b>	Sub		
	Tax		
	Total		