

R. Smith Printing, Inc.

Phone (877) 871-0430 · Fax (877) 256-9697

207 Mill Valley Road · Middleburgh, New York 12122

www.rsmithprinting.com · orders@rsmithprinting.com

COST EFFECTIVE, CUSTOM SOLUTIONS FOR THE HOSPITALITY INDUSTRY

Order Forms

Thank you for downloading our Order Forms!

Please keep a copy of this file handy so that you may use it to order any of our products in the future.

Remember, customization is completely free, so if you have an idea and you don't see it on our website or on these Order Forms, please call one of our friendly Customer Service Representatives, and they will be glad to assist you.

Thank you for visiting
www.RSmithPrinting.com



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1/09

New Customer

Established Customer

Reorder

Key Card Folders	Ink Color	Size	Paper Color	250	500	1 K	2.5 K	5 K	10 K
Silver Series	1 Color	5.5 x 4.25	White/Cream						
Silver Vertical Series	1 Color	5.5 x 4.25	White/Cream						
Tri-Fold Series	1 Color	8.5 x 4.25	White						
Gold Series	1 Color	4.25 x 7	White						
Gold Security Series	1 Color	4.25 x 7	White						
Platinum Series	1 Color	7 x 6.5	White						
Platinum Tall Series	1 Color	7 x 8.5	White						
Regular Items				250	500	1 K	2.5 K	5 K	10 K
Brochures - 2 sided	Full, Glossy	8.5 x 11	White						
Business Card	Glossy/Matte	3.5 x 2	White/Cream						
Business Card - 2 Sided	Glossy/Matte	3.5 x 2	White/Cream						
Check-Out Envelopes	1 Color	# 10	White						
Comment Card - 2 sided	1 Color	4.25 x 5.5	White						
Comment Card - 2 sided	1 Color	8.5 x 5.5	White						
Comment Card - 2 sided	Full, Glossy	6 x 8	White						
Envelope	1 Color	# 10	White/Cream						
Envelopes - Window	1 Color	# 10	White						
Info Inserts	1 Color	3.25 x 11	White						
Info Inserts - 2 sided	1 Color	3.25 x 11	White						
Info Inserts - 2 sided	1 Color	5.5 x 8.5	White						
Letterhead	1 Color	8.5 x 11	White/Cream						
Post Cards	Full, Glossy	4 x 6	White						
Post Cards - 2 sided	Full, Glossy	4 x 6	White						
Rack Cards - 2 sided	Full, Glossy	4 x 9	White						
Rate Us Cards	Full, Glossy	4 x 6	White						
Sales Sheets	Full, Glossy	8.5 x 11	White						
Sales Sheets - 2 sided	Full, Glossy	8.5 x 11	White						
Service Cards	1 Color	3.66 x 4.25	White/Cream						
Service Tents	1 Color	4.25 x 5.5	White/Cream						
TV Directory Cards	Full, Glossy	4 x 6	White						
TV Directory Cards	Full, Glossy	6 x 8	White						
Other Items				250	500	1 K	2 K	4 K	6 K
Check-Out Folios	1 Color	8.5 x 11	White						
Envelopes	Full	# 10	White						
Letterhead	Full	8.5 x 11	White						
Custom Items			Quantity/Description						
Posters	Full	18 x 24	White						
Buttons	2 Color	Call	Call						
Stickers	Full	Call	Call						

To Order: Circle paper color and check the box under the quantity you would like. Fill out the information on left and fax to (877) 256-9697. Please include any additional notes or comments on the left as well as attach any floor plans, desired logos, samples of previous work, and/or any additional information that will speed or ease the proofing process. Most items are proofed within 2-3 days upon receipt. No items will be printed until we receive a confirmation via e-mail or a signed "Proceed to Print Form."

Hotel Information (Please Print Clearly)		
Hotel	City	St.
Address	Zip	
()	()	
Telephone #	Fax #	
Contact	Title	
Email		
Shipping Information (If different)		
Hotel Name		
Physical Address - NO POST OFFICE BOXES		
City	St.	Zip

Notes:

We specialize in **COST EFFECTIVE, CUSTOM PRODUCTS** for your hotel.
 Call for more information!



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Business Card Order Form

Use the above space to draw how you would like your business card to appear, or simply tape a copy of a business card you would like us to use as reference. Make sure to indicate where the logo should appear (left, right, center), where the Name and Title will appear as well as the address and phone numbers.

Static Hotel Information (Please Print Clearly)

Hotel	City	St.
Address		Zip
()	()	
Telephone #	Fax #	
Website		
Additional Info		

Card Number 1

Name
Title
()
Direct
()
Cell
E-Mail

Card Number 2

Name
Title
()
Direct
()
Cell
E-Mail



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Business Card Order Form (cont.)

Card Number 3

Name
Title ()
Direct ()
Cell
E-Mail

Card Number 4

Name
Title ()
Direct ()
Cell
E-Mail

Card Number 5

Name
Title ()
Direct ()
Cell
E-Mail

Card Number 6

Name
Title ()
Direct ()
Cell
E-Mail

Card Number 7

Name
Title ()
Direct ()
Cell
E-Mail

Card Number 8

Name
Title ()
Direct ()
Cell
E-Mail



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Key Card Folder Order Form

Product

- Silver Series
 Silver Vertical Series
 Gold Series
 Gold Security Series

Next to each of the following items you would like to see in your Key Card Folder, write the initials of the panel you would like to see them appear.

F = Front

B = Back

I = Inside

T = Tear-off
(for Gold Security Series only)

Welcome Message

- Brand Appropriate Message
 Your Custom Message _____

Amenities

Breakfast	_____ a.m. to _____ a.m.	Meeting Room	Located _____
Fitness Room	_____ a.m. to _____ p.m.	Ice/Vending	Located _____
Pool and Spa	_____ a.m. to _____ p.m.	Internet	Type _____
Guest Laundry	_____ a.m. to _____ p.m.	Other	_____
Business Center	_____ a.m. to _____ p.m.		

Restaurant Hours

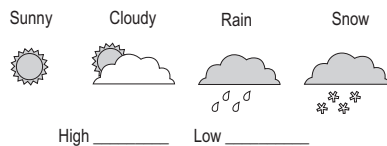
Breakfast	_____ a.m. to _____ a.m.	M T W Th F Sa Su	_____ a.m. to _____ a.m.	M T W Th F Sa Su
Lunch	_____ a.m. to _____ p.m.	M T W Th F Sa Su	_____ a.m. to _____ p.m.	M T W Th F Sa Su
Dinner	_____ a.m. to _____ p.m.	M T W Th F Sa Su	_____ a.m. to _____ p.m.	M T W Th F Sa Su

Lounge Hours/Info

Hours _____ a.m. to _____ p.m. **M T W Th F Sa Su** _____ a.m. to _____ p.m. **M T W Th F Sa Su**

Additional Info _____

Weather Information



Pet Information

- For the comfort of our other guests and the safety of your pet, it is imperative that pets **NOT** be left unattended in guest rooms at any time.
- Pets are **NOT** allowed. A \$ _____ cleaning fee will be imposed on any room requiring cleaning beyond normal use.
- Thank you for your cooperation!**

Internet Information

Internet Service at "Your Hotel"!
Introducing FREE high speed Internet access.

User Name: _____
Password: _____

The items below may require additional information to be sent via e-mail to orders@rsmithprinting.com

Hotel Plot Map/Room Locator

Floor plans can be faxed if e-mail is unavailable.

Rewards Program

- Brand Appropriate Message
 Your Custom Message (Please attach or e-mail)

Breakfast Menu

Smoking Policy

Additional Logos

Logos for breakfast menus, smoking/ pet policies, rewards programs, Restaurants, etc.

Credit Application

Billing Information (Please Print Clearly)		
Hotel	City	St.
Address ()	()	Zip
Telephone #	Fax #	
Owner	Contact #	
Email		
Person or persons authorized to make purchase		
Credit Card Information		
Name on Credit Card		
Address		
City	St.	Zip
Credit Card #		
Exp. Date	CW2/CID Code	Billing Zip Code
Signature		
Shipping Information (If different)		
Hotel Name		
Physical Address - NO POST OFFICE BOXES		
City	St.	Zip



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Credit Terms of Sale

Your credit card will be kept on file as a convenient payment option when you order. If you prefer, an invoice will be sent when your product is shipped. **All invoices are due upon receipt.** Please send all checks and money orders to:

**R Smith Printing
207 Mill Valley Road
Middleburgh, NY 12122**

Should an invoice not be paid within 30 days of the bill date, your credit card on file will be charged with an additional late fee and a receipt will be mailed to you. Should there be a problem charging your credit card, you will be contacted and a \$20 processing fee will be added to your invoice.

All invoices not paid within 45 days of the invoice date will be subject to late fees starting at \$5.00 as well as run the risk of going to collections. Should your invoice go to collections, your account will be put on hold and no orders will be processed until your account is brought up to date. If collection action is taken, a lien will be placed on your property and you will be responsible for any and all fees, court costs and fees to collect the balance of your account. All fillings and court proceedings will take place in New York State.

Thank you for your cooperation!