

## Custom Single-Sheet Forms Shipped in Only 5 Business Days!\*

With the Briggs® easy and affordable **Custom-Quick** program you can professionally customize an existing form or create a new form to your exact specifications.

Briggs Custom Product Specialists can assist you in developing the perfect form for your facility, and because we print our forms in-house we can offer you an extremely competitive price and quick turn-around.

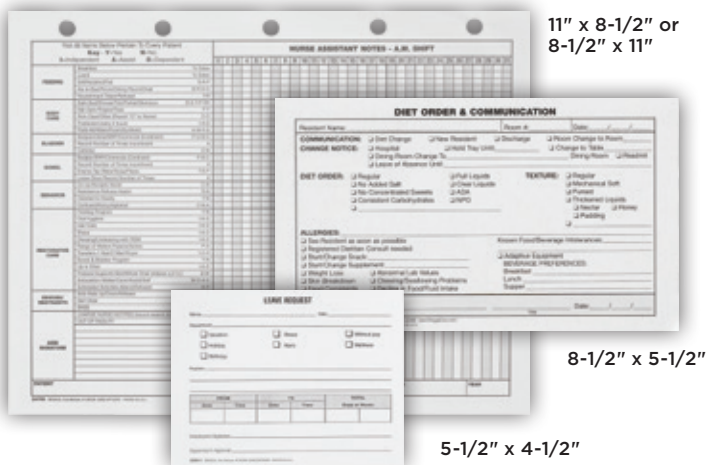
### Custom-Quick Options include:

- A choice of three standard sizes: 8-1/2" x 11"; 8-1/2" x 5-1/2"; and 5-1/2" x 4-1/2" (see examples below)
- A choice of seven colors of paper (shown below)
- Punching available
- Printing on one or two sides, same or different
- A choice of horizontal or vertical orientation
- Pads or loose-leaf sheets
- Low minimum order quantity

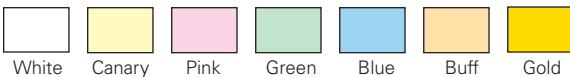
### Specifications:

- 20-lb. laser compatible bond paper
- Black ink

### Choose from these three standard sizes:



### Choose from the following seven paper colors:



## Additional Custom Single-Sheet and Laser Compatible Forms

If Briggs Custom-Quick Program doesn't quite fit your needs, Briggs has many other options available including additional paper colors and weights; up to four standard ink colors; and punching, perforations and consecutive numbering. Call 800.247.2343 for details. Custom products are non-returnable and subject to 10% over or under runs.

\*On initial or revised orders, please allow 10 business days before shipping in addition to proofing.

Artwork: There is a one-time only charge. If your form is extremely complex, an additional charge may be required. We will contact you prior to setting artwork.

Briggs reserves the right to require proofing on any form.

### Market your business without a large advertising campaign with our custom stationery packages.

Our custom offering includes:

- Letterhead
- Notepads
- Business/appointment cards
- #10 regular and window envelopes
- A-2 note cards and envelopes



## Create Custom Multi-Part Forms Shipped in Only 7 Business Days!\*

Save time and money by eliminating expensive machine copies with Briggs® custom multi-part forms—easy, affordable, professional and created to your exact specifications!

Briggs Custom Product Specialists can assist you in developing the perfect form for your facility, and because we print all of our forms in-house we can offer you an extremely competitive price and quick turn-around.

### Options include:

- Choice between a 2- and 3-part set
- Three sizes to choose from: 8-1/2" x 11"; 8-1/2" x 5-1/2"; and 5-1/2" x 4-1/2"
- Glued edges on top or side
- Punching available

### Specifications:

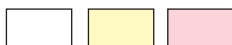
- Printed on standard, color-sequence carbonless paper (shown below)
- Printed in black ink only with black image transfer
- Forms printed one side, all parts same
- Minimum order quantity is 100 forms

#### 2-part form colors



White Canary

#### 3-part form colors



White Canary Pink

### Most Commonly Customized Forms:

- ADL Flow Records
- Physician's Orders
- Progress Notes
- Assessments
- Care Plans
- Therapy Forms
- Monthly Summaries
- Nurses Notes
- Incident/Accident Reports
- Transfer/Discharge Forms
- Human Resource Forms

### Create the Perfect Fit!

1. You complete a rough draft of the desired form. Be sure to include quantity, paper and ink choices along with any additional options.
2. Mail, email [customs@briggscorp.com](mailto:customs@briggscorp.com), or fax your rough draft and complete order information to Briggs Customs Department, fax 877.234.9874.
3. Briggs will professionally type-set your form. A proof will be sent upon request or if Briggs feels it is necessary to ensure accuracy. Once your proof is approved, the form is printed within 10 business days.

### Additional Custom Unit Sets

**Briggs can also produce custom multi-part and high-volume usage unit set forms tailored to fit your specific needs.**

Choose up to eight parts for the Unit Sets in the paper colors and weights you want (call for options). Choose up to four standard ink colors, with printing on one or two sides, same or different. Briggs has many other options available including: punching, perforations, marginal wording (to identify distribution of each part) and consecutive numbering.

Call today at 800.247.2343, for details or to receive a FREE quote. Custom products are non-returnable and subject to 10% over or under runs.

\*On initial or revised orders, please allow 10 business days before shipping in addition to proofing.

# Custom Order Form



Mail, e-mail or fax your Form and Rough Draft to:

**Mail:** **Briggs Healthcare**  
 ATTN: Customs Department  
 7855 University Blvd.  
 Des Moines, IA 50325

**E-mail:** **Customs@BriggsCorp.com**

**Fax:** **877.234.9874**

**Date** \_\_\_\_\_

**Account #** \_\_\_\_\_

**Purchase Order #** \_\_\_\_\_

## Billing Address

Company/Facility Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Attn \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Contact \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

## Shipping Address (if different than billing address)

Company/Facility Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Attn \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Contact \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

### Don't have an account with Briggs®?

**Check here if you would like to open an account with Briggs. Fill out the above information or call your Briggs Healthcare Representative at 800.247.2343 today!**

### Is this a quote or an order?

Quote  Order

**Print quantity:**  500  1,000  Other \_\_\_\_\_

**Proof desired?**  Yes  No

Briggs reserves the right to require proofing on any form.

## Custom Form Specifications

**Form Type**  Single-Sheet Form  Laser Compatible Form  Multi-Part Form  
 2-Part  3-Part  4-Part

**Form Size** Please indicate your overall form size (in inches) including stub Width \_\_\_\_\_ Length \_\_\_\_\_

**Paper Stock** Single sheet standard paper weight is 20-lb bond  
 White  Canary  Green  Blue  Pink  Gold  Buff  Other \_\_\_\_\_

**Prints**  Front side  Front and back: \_\_\_\_\_ Head-to-head (HH) or \_\_\_\_\_ Head-to-foot (HF)

**Ink Colors** We can print up to a TOTAL of 4 ink colors on one side of your sheet. Back side printing is also available. Please indicate the colors you would like. Standard colors are Black, Red, Blue, Yellow, Orange, Green and Brown.  
 Front 1st color \_\_\_\_\_ 2nd color \_\_\_\_\_ 3rd color \_\_\_\_\_ 4th color \_\_\_\_\_  
 Back 1st color \_\_\_\_\_ 2nd color \_\_\_\_\_ 3rd color \_\_\_\_\_ 4th color \_\_\_\_\_

**Punching** Top Punch  2 hole  3 hole  5 hole  Other \_\_\_\_\_  
 Side Punch  2 hole  3 hole  5 hole  Other \_\_\_\_\_

**Additional Options** Please check additional options available:  
 Additional Horizontal Perforation  Additional Vertical Perforation  Other (please specify) \_\_\_\_\_  
 Consecutive Numbering – starting with number \_\_\_\_\_

**Padding** Would you like your forms padded?  Yes  No  Other \_\_\_\_\_  
 Standard padding is at the top of the form, 100 sheets per pad.

**Shrink Wrap** Would you like your forms wrapped?  Yes  No  Other \_\_\_\_\_  
 Standard packaging is 100 forms

**PLEASE NOTE:** Custom-manufactured merchandise may not be returned for reasons pertaining to errors in customer approved artwork or specifications. All custom orders are subject to 10% over or under runs.