4-COLOR PROCESS ORDER FORM

Please provide all information requested to help expedite your order.

DEALER/PRINTER

ADDRESS

CITY STATE ZIP

PHONE FAX

QUOTE # **P.O. #**

PROVIDE QUOTE# TO ENSURE ACCURATE BILLING...IF NO QUOTE# GIVEN BILLING WILL BE BOOK PRICE - VALID 90 DAYS FROM DATE

Date and Time Finished Product is needed by.

☐ **RUSH**
appropriate charges will apply (contact your cust. serv. rep. to accomodate desired date)

Date Required _____

Type of Proof
2 day turn around for proofs
- ❑ Color - Press
- ❑ B/W Fax
- ❑ PDF (will be emailed to you)
- ❑ No Proof Requested

Date and Time Proof is needed by.

Files Supplied by...
- ❑ email ❑ ZIP
- ❑ ZIP 250 ❑ CD
- ❑ 3.5" Floppy ❑ FTP

These are the only media formats that we currently accept.

Paper Choice

Quantity

Trim Size

Bleed ❑ Yes ❑ No

Item
- ❑ BUSINESS CARDS
- ❑ LETTERHEAD
  - ❑ Second Sheets
- ❑ ENVELOPES
- ❑ POST CARD
- ❑ BROCHURE
- ❑ FLYER
- ❑ ANNOUNCEMENT
- ❑ _____

Colors
- ❑ 4 color process front (no backer)
- ❑ 4 color process front / 4 color process back
- ❑ 4 color process front / spot color back
- ❑ pms # _____
- ❑ pms # _____
- ❑ pms # _____

Reorder File Name #
(For Artwork Only, Not For Specs)

Coating
- ❑ Overall ❑ Varnish
- ❑ Spot ❑ Aqueous
- ❑ None ❑ UV

- ❑ **Flat Ink**
- ❑ **Thermography (Raised)**

ALL 4/C PROCESS WILL BE FLAT UNLESS OTHERWISE INDICATED

❑ Variable Imaging

Finishing
- ❑ Score
- ❑ Perforating
- ❑ Fold to _____
- ❑ Numbering Start # _____
- ❑ Shrink Wrap Qty _____ per pack
- ❑ Padding Qty _____ per pad
- ❑ Die Cutting
- ❑ Stitching

COMMENTS

OUR ORDER NUMBER

TEAM USE ONLY

Date Received **Route #**

Ship ❑

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