

ARTWORK ORDER FORM

ESTIMATE☐

REORDER☐

NEW CUSTOMER☐

READY TO INVOICE☐

NEW ORDER☐

C OF☐

CUSTOMER			
ADDRESS			
CITY	ZIP	E-MAIL	
PHONE	CELL	FAX	
CONTACT FIRST NAME	CONTACT LAST NAME	ORDER DATE	FINISH DATE
			SALES PERSON

COLORS		FUTURE USE ITEMS:
BACKGROUND		
FONT TYPE		



INSTRUCTIONS:

☐ ADDITIONAL INFORMATION ON BACK

☐ RE-ORDER ☐ SEND PROOF

FILE PROVIDED: ☐

FILE LOCATED@ _____ SHARE

DATE APPROVED: _____ TO _____

PU DATE: _____ BY: _____

ART	hrs @ \$	/hr
ART (FLATE RATE)		
UNITED PRICE		
SUBTOTAL		
TAX		
SHIPPING		
C.C. FEE	%	
TOTAL		

DEPOSIT	Date:
\$	
Received by _____	Verify by _____
	Date:

BALANCE	Date:
\$	
Received by _____	Verify by _____
	Date:

Order _____ OF _____