

PRINTING ORDER FORM

ESTIMATE ☐

REORDER ☐

NEW CUSTOMER ☐

READY TO INVOICE ☐

NEW ORDER ☐

COF ☐

CUSTOMER

ADDRESS

CITY

ZIP

E-MAIL

PHONE

CELL

FAX

CONTACT FIRST NAME

CONTACT LAST NAME

ORDER DATE

FINISH DATE

SALES PERSON

STOCK

QUANTITY & # OF SETS

ITEM

FULL COLOR

☐ ONE SIDE ☐ TWO SIDED ☐ ROUND CORNERS +\$15/Box

GLOSSY ☐ FRONT ☐ BACK

SPOT UV ☐ FRONT ☐ BACK

FLAT ☐ FRONT ☐ BACK

FOIL ☐ FRONT ☐ BACK

SILK ☐ FRONT ☐ BACK

PLAIN

OFFSET

☐ ONE SIDE ☐ TWO SIDED ☐ RAISED ☐ FLAT ☐

PMS # # # #

OTHER

☐ BROCHURES X

☐ POSTCARD SIZE X

☐ LETTERHEADS

☐ DOOR HANGERS X

☐ CARBONLESS FORMS PART, SIZE X

☐ OTHER

☐ BUSINESS CARDS

☐ FLYERS X

☐ ENVELOPES #

☐ POSTERS X

FRONT

BACK

INSTRUCTIONS:

☐ ADDITIONAL INFORMATION ON BACK

☐ RE-ORDER ☐ CHANGES ☐ NO CHANGES

FILE PROVIDED: ☐

FILE LOCATED@ SHARE

DATE APPROVED: TO

OUT DATE:

PU DATE: BY:

ART (FLAT RATE)	
UNIT	PRICE
CORNERS	
SUBTOTAL	
TAX	
SHIPPING	
C.C. FEE	%
TOTAL	

DEPOSIT

Date:

\$

☐ CA ☐ CK ☐ CC

Received by Verified by

Date:

BALANCE

Date:

\$

☐ CA ☐ CK ☐ CC

Received by Verified by

Date:

Order OF