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Digital Printing Order Form

- New Customer
- Repeat Customer
- New Order
- Repeat Order

Client Information:

Bill to: _____
P.O. Number: _____ Job Number: _____
Contact Name: _____
Address: _____
Office Phone: _____ Cell Phone: _____
E-mail: _____

File Supplied:

Format: Macintosh PC
Type: Zip CD Other

Job Information:

Job Description: _____

File Name: _____
Software Used: _____
Bleed: Yes No
Trim Size: _____
 4/4 4/1 4/0 Other
Quantity: _____
 Quote Attached Quote Number: _____
Special Instructions: _____

File Preparation:

Include all graphics and fonts. Use Zip or Stuffit, if possible. You can send files as e-mail attachments, use YouSendIt.com, upload via FTP on our Web site or drop off files in person at our office.

Delivery Information:

Call client to pick up
 Deliver to same
 Deliver to: _____

Date needed: _____
Time: AM PM

Press or PDF Proof Needed? Yes No
Hard Copy Enclosed with Job? Yes No

Devine Printing is not responsible for any errors, omissions or re-flow if the latest, corrected version of hard copy is not provided with the file or if a proof is not requested.

Paper Stock:

70 lb. Cougar Text 80 lb. Cougar Cover
 80 lb. Coated Text 100 lb. Coated Text
 80 lb. Coated Cover 100 lb. Coated Cover
 80 lb. Coated Dull Text 100 lb. Coated Dull Text
 80 lb. Coated Dull Cover 100 lb. Coated Dull Cover
 10 pt. Cover (Coated 1 Side) 12 pt. Cover (Coated 1 Side)
 Other

Finishing:

Single Fold Double-Fold
 Tri-Fold 2 Fold Letter Fold Gate Fold
 Saddle Stitch 3 Hole Punch Page Lamination
 Spiral Binding Black White Other
 Wire-O Binding Black White Other

Special Instructions: _____

