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# Large Format Order Form

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> New Customer    | <input type="checkbox"/> New Order    |
| <input type="checkbox"/> Repeat Customer | <input type="checkbox"/> 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: \_\_\_\_\_  
 Color  B/W  
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.

## Mounting:

Black Foam Core       White Foam Core  
 Black Gator       White Gator  
 Black PVC       White PVC  
 Other

## Finishing:

1/8"       3/16"  
 1/2"       Other

## Lamination:

Matte       Lustre  
 Gloss       Trade Show  
 Dry Erase       Other

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_