

# PRINT GRAPHICS ORDER FORM

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Today's date: \_\_\_\_\_

Date needed: \_\_\_\_\_

Time needed: \_\_\_\_\_

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Exten: \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase order #: \_\_\_\_\_

## PRINTING

All files will be printed at 100% unless otherwise specified here: \_\_\_\_\_

Quantity	Size of Print
_____	_____
_____	_____
_____	_____
_____	_____

Print media:

Paper    Polyester    Back-Lit  
 Clear Poly    Lexan    Canvas  
 Matte Paper (text only)   Other \_\_\_\_\_

System:  MAC    PC

Software: \_\_\_\_\_

Version: \_\_\_\_\_ Colors Set as:  CMYK  RGB

File Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have loaded all fonts \_\_\_\_\_; all linked files \_\_\_\_\_.**

**ALL FONTS and LINKED FILES must be included with the file. Failure to include these items could result in charges of \$5.00 for each font or linked file that is missing.**

## LAMINATING (yes \_\_\_ no \_\_\_)

Matte: \_\_\_\_\_ Hot: \_\_\_\_\_  
 Gloss: \_\_\_\_\_ Cold: \_\_\_\_\_  
 Encapsulate: \_\_\_\_\_ Encap. width: \_\_\_\_\_

## MOUNTING (yes \_\_\_ no \_\_\_)

3/16" foamcore    3/16" Gatorfoam  
 1/8" Sintra board    1/16" Sintra board  
 Other \_\_\_\_\_  
 Color of mount board: Black \_\_\_\_\_ White \_\_\_\_\_

## TRIM FRAME (yes \_\_\_ no \_\_\_)

(Recommended for Foamcore & Gatorfoam mounting)

Black: \_\_\_\_\_ White: \_\_\_\_\_  
 Silver: \_\_\_\_\_ Gold: \_\_\_\_\_

## VELCRO (yes \_\_\_ no \_\_\_)

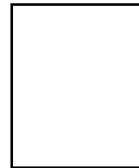
Velcro:  hook    loop

Please indicate placement



Hangers:  yes    number per print

Please indicate placement



## SPECIAL INSTRUCTIONS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TIME SCHEDULE:** Normal turnaround time for prints is 24 hours. Laminating, and/or mounting, up to 40" wide adds 24 hours to the schedule; laminating or mounting over 40" inches in width could extend the time as much as 2 to 3 weeks. Same day prints (or less than 24 hours, with a 4-hour minimum) add a 100% rush charge. Less than 4 hours, add 200%. Laminating, and/or mounting, up to 40" wide in less than 48 hours, but not less than 24 hours add a 50% rush to the price.