

10pt Gloss Cardstock (100lb Cover)

ORDER FORM

Please fill out BOTH pages as completely as possible. If you have questions, please call us!

CLIENT AND JOB INFORMATION - PAGE 1 of 2



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New Customer Existing Customer Name of preferred sales rep: _____ Referred by: _____ Change of Address

CONTACT INFO

Contact Name: _____

Company: _____

Address: _____

Address Line 2: _____

City/State/Zip: _____

Phone: (____) _____

Cell Phone: (____) _____

Fax: (____) _____

E-mail: _____

GENERAL JOB INFORMATION

How are you delivering your digital files?

- FTP: ftp.americasprinter.com
- WEB: uploaded through website
- E-MAIL: jobs@americasprinter.com
- DISK: Mailed to AmericasPrinter.com
- DROP OFF: at AmericasPrinter.com

Files we support. (please check)

- Mac PC
- Photoshop (.psd, .tiff, .eps, .pdf)
- Illustrator (.eps, .ai, .pdf)
- InDesign (.eps, .indd, .pdf)
- Quark (.qxd, .eps, .pdf)
- Freehand (.fh, .eps)
- Corel (.eps, .tiff, NO .cdr files)

2nd CONTACT INFO Graphic Designer Project Manager

Name: _____

Phone: (____) _____ Fax: (____) _____

E-mail: _____

1 Please describe your product and mention any needed production notes:

Job Name: _____

Express
 Value
 Extra Value

DO NOT require a proof - (Default choice if nothing checked)
 require a "Soft" PDF proof - Extra Time Needed \$6 charge
 require a "Hard" Digital proof - Extra Time Needed See Website for Price

Job Cost: \$

Quantity: _____

4/4 (Full Color both sides)
 4/1 (Full Color over black)
 4/0 (Full Color one side only)
 Other EXTRA INK CHARGE MAY APPLY

1/2 Fold
 Letter Fold
 Z Fold
 Accordion Fold
 Gate Fold
 Double Gate Fold
 Other

PRODUCT SIZE

FL - 1/8 Page Flyer (4.25"x2.75")
 FL - 1/6 Page Flyer (4.25"x3.66")
 FL - 1/4 Page Flyer/Postcard (4.25"x5.5")
 FL - 1/4 Page Flyer (wide) (8.5"x2.75")
 FL - 4x6 Postcard (4"x6")
 FL - 4.25x6 Postcard (4.25"x6")
 FL - 1/3 Page Flyer (8.5"x3.66")
 FL - 4x9 Rack Card (9"x4")
 FL - 1/2 Page Flyer (wide) (11"x4.25")
 FL - 1/2 Page Flyer/Postcard (8.5"x5.5")
 DC - Door Hanger (Write size in description)
 SH - Sales Sheet (8.5"x11")
 PS - 11x17 Poster (11"x17")
 PS - 17x22 Poster (17"x22")
 For FP check fold style in box to left
 FP - 8.5x11 w/Folding (8.5"x11")
 FP - 11x17 w/Folding (11"x17")
 FP - 25.5x11 w/Folding (25.5"x11")
 Other (Write size in description area)

2 Please describe your product and mention any needed production notes:

Job Name: _____

Express
 Value
 Extra Value

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Job Cost: \$

Quantity: _____

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Shipping & Payment Info

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SHIPPING AND PAYMENT INFORMATION - PAGE 2 of 2

SHIPPING INSTRUCTIONS

PRIMARY SHIPPING ADDRESS	1	Contact Name: _____ Company: _____ Address: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Notes: _____	<input type="radio"/> Commercial <input type="radio"/> Residential	SHIPPING METHOD	<input type="radio"/> Willcall/Pickup <input type="radio"/> Call For Shipping <input type="radio"/> UPS Ground <input type="radio"/> UPS 3-Day <input type="radio"/> UPS 2nd Day Air <input type="radio"/> UPS 2nd Day Air A.M. <input type="radio"/> UPS Next Day Air Saver <input type="radio"/> UPS Next Day Air <input type="radio"/> UPS Next Day Air A.M. <input type="radio"/> Trucking <input type="radio"/> Southwest Collect <input type="radio"/> AmericaWest Collect <input type="radio"/> Continental Air Collect <input type="radio"/> Delta Dash	<input type="checkbox"/> Client FedEx Account # _____ please include account # _____ <input type="checkbox"/> Client UPS Account # _____ please include account # _____ When choosing your own account please check your preferred shipping method. <input type="checkbox"/> See Notes for Shipping
	SECONDARY SHIPPING ADDRESS	2	Contact Name: _____ Company: _____ Address: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Notes: _____		<input type="radio"/> Commercial <input type="radio"/> Residential	SHIPPING METHOD

PAYMENT INFO How are you paying for your order?

Check # _____
 Money Order
 Purchase Order
 Credit Card
 Company
 Personal
 Visa
 MasterCard
 AMEX
 Discover

Card # _____ Exp Date: _____

Card Verification #: _____ Card Holder's Signature _____

CREDIT CARD ADDRESS - IF DIFFERENT FROM PAGE 1

Name on Card: _____

Company: _____

Address: _____

Address Line 2: _____

City/State/Zip: _____

Phone: (____) _____

Fax: (____) _____

CUSTOMERS: If you are placing this order in the name of a company, you must be legally authorized to place this order for the company. **PRICING & QUOTATIONS:** Prices published on the AmericasPrinter.com website are subject to change without notice. Every effort will be made to notify clients of price increases in advance. Quotations, either emailed or faxed, will be honored for up to 30 days after the quote date. Published prices on the AmericasPrinter.com website are based on clients supplying digital files prepared according to the guidelines on the AmericasPrinter.com website. Failure to setup files according to these guidelines may result in additional charges. Changes made by AmericasPrinter.com to client supplied files can be subject to extra charges. **TERMS OF SALE:** AmericasPrinter.com accepts cash, personal and company checks, money orders, Visa, MasterCard, American Express and Discover. In the event that a check is returned for non-sufficient funds, the Client will be required to pay a \$25.00 NSF fee to AmericasPrinter.com. In the event of non-payments that lead to dispute and/or litigation, the Client agrees to pay all legal and collection fees incurred by AmericasPrinter.com. **SALES TAX:** All California orders are subject to sales tax. If customer is tax exempt, exemption certificate must be sent or faxed to us with your first job. **PRODUCTION & TURNAROUND:** Orders begin ONLY after they have been "received" and successfully completed our initial processing. Orders are considered "received" and are put into production ONLY when the following three conditions have been met: (1) an ORDER FORM has been completely filled out and it accurately describes your project. (2) all files have been correctly submitted. (3) payment has been made (unless you have terms.) **PROOFING, COLOR MATCHING & PRINT QUALITY:** Most products ordered through AmericasPrinter.com are "gang printed." AmericasPrinter.com will reproduce color from digital files as closely as possible, but may not exactly match color and density due to limitations in the proofing and printing process, as well as neighboring image ink requirements. A reasonable

variation in color between original materials, proofs and the completed order, will be considered acceptable print quality. Clients must provide high resolution images suited to the offset printing process. AmericasPrinter.com is not liable for images printing poorly due to the Client providing low resolution images. Clients must provide all full color printing images in CMYK format. AmericasPrinter.com is not responsible for any color shift that occurs in conversions from RGB to CMYK color modes. Full color jobs that contain large solid areas of black ink should have the black set up as Rich Black (see File Specification section of website). AmericasPrinter.com will not be responsible for printing a consistent, solid and rich black if the Client has not set up their files accordingly. **COMPLAINTS:** All complaints must be made within 10 business days of receipt of the job. Orders with manufacturing errors and/or defects will be rerun on the next available print run at no charge to the client, at the discretion of AmericasPrinter.com. AmericasPrinter.com's sole liability shall be limited to reprinting of the order. **ERRORS AND OMISSIONS:** AmericasPrinter.com is not responsible for errors and omissions approved by the Client. The Client is solely responsible for errors missed during the proofing process of either artwork supplied by the client or artwork created by AmericasPrinter.com. **INDEMNIFICATION:** The client will indemnify and hold harmless AmericasPrinter.com from any loss, expense, and damages arising out of violation of copyright or trademark laws from the illegal use of images, photographs, slogans, trademarks, or graphical work supplied by the Client. **DELIVERY & SHIPPING:** All posted turnaround times are approximate and although AmericasPrinter.com will make every effort to meet these delivery times, AmericasPrinter.com will not be liable for any costs or damages resulting from deliveries made later than expected to the Client. Delays or damage during shipping are the sole responsibility of the carrier providing shipping services. AmericasPrinter.com is not responsible for delays or damage caused during shipping.

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Signature: _____ Date: _____ Print Name: _____