

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

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:

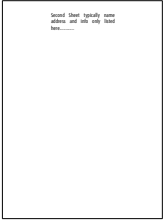
4/4 (Full Color both sides)
 4/1 (Full Color over black)
 4/0 (Full Color one side only)
 Other _____
EXTRA INK CHARGE MAY APPLY

Letterhead (8.5"x 11")

First Sheet
 Second Sheet

First Sheet is typically the version of your letterhead that has your logo and address on it. Second Sheet typically has just your address.





2 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

#10 Envelope (9.5"x 4.125")

Without Window
 With Window

