



ORDER FORM

Date Submitted P.O.Number

CUSTOMER INFORMATION

Contact Name

Company

Address

City State Zip

Phone Fax

e-mail

SHIP TO INFORMATION

Contact Name

Company

Address

City State Zip

Phone Fax

e-mail

PRODUCT TYPE

- Business Card 8.5 x11 Booklet
- Postcard Rack Card
- 8.5"x11" Brochure Rack Brochure
- 11"x17" Brochure CD Set
- 2-Color Flyer CD Sleeve
- 5.5 "x 8.5" Booklet Video Sleeve
- Other

PAPER SELECTION

- 80 lb. Gloss 12 pt. C1S Gloss Cover
- 100 lb. Gloss 15 pt. C1S Gloss Cover
- 10 pt. C2S Gloss Cover 12 pt. C1S Castcoated
- Other

COLOR OPTIONS

Ink Side 1 4-Color Other

Ink Side 2 4-Color Other

PAYMENT INFORMATION

Check: Mailed to Express Color

Visa Master Card American Express

Card# Exp

Name on Card

MISCELLANEOUS NOTES

FINISHED SIZE

- 2"x 3" 8.5"x11" 11" x 17"
- 4"x 6" 8"x 9" 8.5"x11" Booklet w/ Pages
- 5"x 7" 9"x 12" 5.5"x8.5" Booklet w/ Pages
- 6"x 9" 9"x 16" Other
- 4"x 9" 12" x 18"

FOLDING Where applicable.

- Project fold size:
- Letter fold "Z" fold Roll fold
- Accordion fold Parallel fold Double gate fold

PROOF OPTIONS

- Color Calibrated Proof to be mailed to customer.
- PDF emailed to:
- B/W proof faxed to:

TITLE OF THIS PROJECT:

Please provide your native file(s) with all necessary support art and fonts in accompaniment. To expedite your job, see our catalog or web site, for our prepress checklist.

Project Name: Submitted File Name:

ORDER INFORMATION

Quantity <input type="text"/>	\$ <input type="text"/>
Binder Services (i.e. folding, saddle stitching)	\$ <input type="text"/>
Overnight Proof Delivery (\$15 per delivery)	\$ <input type="text"/>
Drop Shipment Charge (\$10 ea. + shipping cost)	\$ <input type="text"/>
Other Services	\$ <input type="text"/>
Total Payment	\$ <input type="text"/>

TERMS AND CONDITIONS

Your submission of this order indicates that you have read and accepted the Terms of Sale found at www.expressclr.com; that there is no cash or credit refunding; that reprinting or credit is only at the discretion of Express Color; that the order form is filled out completely and any errors found on submitted digital file(s) may result in additional charges and delay to the order.

After receipt of your order we will review and notify you of any changes to your last estimate. If we have supplied you with a custom quotation, simply send a copy if it along with your order and payment information.