



# ORDER FORM 4- COLOR PROCESS FLAT PRINTING

Customer: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Job Description: (Business Card, Post Card, Sell Sheet, Etc.) \_\_\_\_\_

Quantity: \_\_\_\_\_

Final Size: (Finished) \_\_\_\_\_

Bleeds : (Number of Sides) \_\_\_\_\_ All bleeds must extend edge by 1/8"

Is Job Printed 2 Sides?  Yes  No

100 lb Coated Text  100 lb. Coated Cover  80 lb. Uncoated Cover

The above stocks are available in white only at this time. We cannot use customer supplied stocks.

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Please submit files in a PDF format

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## IMPORTANT INFORMATION

- 1.) Full color files MUST be submitted as CMYK not RGB.
- 2.) Submit your document the actual size.
- 3.) Please do not step business cards or post cards, only send ONE CARD.  
If your job is printed on both sides please send a separate file/page for each side. We will position as needed.
- 4.) Please include a color printout of the actual job.
- 5.) Include crop marks only on the print out. Please do not put crop marks on file.
- 6.) Send only the files needed, this includes the document, fonts and any images that need to be linked.

OFFICE USE ONLY
DATE _____
INV. # _____

- If there is a problem with my file, I authorize you to troubleshoot the file at the service rate of \$20.00 per 15 minutes.
- If there is a problem with my file, PLEASE CALL ME.