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# Composite Print Order

## United Promotions, Inc.

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CUSTOMER # \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**LAB USE ONLY**

STUDIO NAME \_\_\_\_\_

JOB # \_\_\_\_\_

STREET \_\_\_\_\_

OJN # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CUST # \_\_\_\_\_

SHIP TO: NAME \_\_\_\_\_

SHIP DATE \_\_\_\_\_

STREET \_\_\_\_\_

DATE PROOF SENT \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

JOB IDENTIFICATION \_\_\_\_\_

DATE JOB SHOT \_\_\_\_\_ DATE JOB DUE TO SHOW \_\_\_\_\_

### Shipping Methods

MAIL	UPS				BUS	FEDEX				PICKUP AT LAB
Postal Service	Next Day Air	Next Day Air Saver	2nd Day	3 Day Select	Ground	Priority One	Standard Overnight	Economy	Saver	

### PAYMENT INFORMATION

Check COD Visa Mastercard Amex  
MO/ CK. # \_\_\_\_\_  
(Do Not Put Card # - Please call Accounting)  
Preppay Amount: \_\_\_\_\_

## COMPOSITES

**IMPORTANT: Filling out the composite print order completely will aid in expediting the production of your composites.**

\* See instructions on back of print order \*

### COMPOSITE TITLE

(Please print below exactly what should appear in the title box or attach info to order form)

SCHOOL NAME: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Principal/Director: \_\_\_\_\_

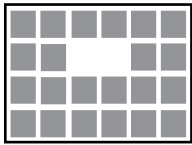
Teacher(s): \_\_\_\_\_

Grade: \_\_\_\_\_ Year: \_\_\_\_\_

Size	Quantity
<input type="radio"/> 5x7	_____
<input type="radio"/> 8x10	_____
<input type="radio"/> 10x13	_____
<input type="radio"/> 11x14	_____
<input type="radio"/> 16x20	_____
<input type="radio"/> 20x30	_____
<input type="radio"/> Other: _____	_____

### COMPOSITE LAYOUT & THEME

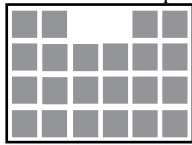
Title Block Center



Horizontal



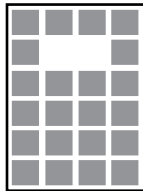
Title Block Top



Horizontal



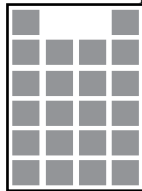
Title Block Center



Vertical



Title Block Top



Vertical



### IMAGE MASK

Oval  Square  Rounded Corners

### ARRANGE IMAGES

Alphabetical Order  Shoot Order  
 Teachers/Staff first  Teachers/Staff last

### SPECIAL NOTE

If you have an image or a logo you would like to put in the title please check here. (see directions)

If you would like more text than what is listed please check here and include separate sheet with Composite Order Form.

### BACKGROUNDS

Black  White  Chalkboard  Clouds  Pencils  
 Custom (see instructions on back of print order)

### FONTS (Arial is default)

**Arial Black**  Modern  Courier New  Times New Roman  
 @l@ Text  Other: \_\_\_\_\_

### FONT STYLE

Regular  Italic  Bold  Bold Italic

### INDEXING

Data matched Camera Cards (In shoot order)  
 Text File (In shoot order)  
 Text File-Not in shoot order (lab approval only)

### STUDENT NAMES

Alphabetical Order  Shoot Order  
 No names  Other: \_\_\_\_\_

# INSTRUCTIONS for completing a COMPOSITE ORDER FORM

For your personal records keep a copy of this and completed order forms. When you call to inquire about the production status of this job you will need your 4 digit customer #.

- Original Shoot and Retake Shoot must be included when ordering Composites.
  - Send original, uncropped images in shoot order.
  - Make corrections to Proofs clear and precise.
1. Customer Information: Fill out this section completely. List the school name on the Job Identification line. Be sure to put your telephone number and email address where you can be reached for questions.
  2. Shipping: Fill out the shipping instructions that apply to your order.
  3. Composite Title: Print or type exact title to be used for composites.
  4. Size and Quantity: Check the Print Size and Quantities for each composite. If there is a specific print size not listed check Other and write or type size and quantity.
  5. Layout and Theme: Check the circle for the Layout and Theme of your composite.
    - 5a. Backgrounds: Choose your Background. If you would like a custom composite, attach all information with the Composite Order form. There is a Custom Composite Setup Charge per class. Please call lab for more information.
    - 5b. Font: Select your font for your composites. If you would like a different font other than the listed selection, check other and write your font.
    - 5c. Font Style: Check the circle for your font style here.
    - 5d. Mask: Choose Oval or Square for the images in the composites.
  6. Arrange Images: Check how you would like the order of the images to appear on the composites.
  7. Special Note: Send via email, floppy disk or CD/DVD a clear photocopy of the logo you would like to go on your title for the composite along with special instructions attached to the order form.
  8. Indexing: Select which option applies to you. Camera Cards must be in shoot order. Text Files in shoot order must come to lab via email, floppy disk or CD/DVDs. Text Files out of shoot order are by lab approval only. There is a fee for each name manually entered.
  9. Staff Placement: Check the circle that applies to you. Please attach any additional instructions you may have for Staff Placement with Composite Order Form.
  10. Student Names: Check Alphabetical Order for Composite with Student Names. Check Without Names if Composite does not need Student Names. Send a file by email, floppy disk or CD/DVD format with student data.