

Composite Print Order

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CUSTOMER # _____ Telephone # (____) _____ Email _____

STUDIO NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

SHIP TO: NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

JOB IDENTIFICATION _____

DATE JOB SHOT _____ DATE JOB DUE TO SHOW _____

LAB USE ONLY

JOB # _____

OJN # _____

CUST # _____

SHIP DATE _____

DATE PROOF SENT _____

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

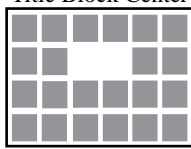
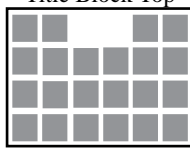
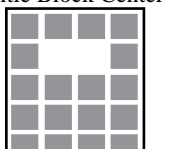
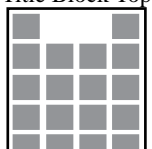
Title Block Center  Horizontal <input type="radio"/>	Title Block Top  Horizontal <input type="radio"/>	Title Block Center  Vertical <input type="radio"/>	Title Block Top  Vertical <input type="radio"/>
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IMAGE MASK

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
 Old 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.