Copyright Release By submitting the job, you are stating that you are the owner and copyright holder of the images, text and anything within.	Digital Press United Prot 433 Lawton Road Charlotte, NC 28216 24 Hr. (704) 391-2992 Fax (704) 391-2902	motions, Inc. P.O. Box 668268 Charlotte, NC 28266-82	268 Find provide the relacement with an equivalent our accenting of the replacement with an environment of the replacement with an equivalent quantity/size of unexpose photographic film or electronic media, and processing of the replacement with an equivalent quantity/size of unexpose photographic film or electronic media, and processing of the replacement our accentance of the media image. data	ing, ndling, npany,	
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Postal Next Day Next Day Service Air Air Saver		Priority Standard Economy S One Overnight	MO/ CK. #		
	DIGITAI	PRESS PRIN			
IMPORTANT: Filling out	the digital press print or	der completely will ai	d in expediting the production of your order	r.	
	* See instru DER DESCRIPTION	ctions on back of print of	order *		
QUANTITY: Order being submitted via: OU			O 100# Gloss O No O 100# Linen O Yes O 100# Pearl 11" x 17" POSTERS		
Proof requested?: OHard Copy			(please fill out this section for 11x17 poster orders of		
BOOKS (please fill out this section of the sectio	-		PAPER STOCK: UV COATING: 2-SIDEI O100# Gloss ONo ONo	<u>D:</u>	
PAGE COUNT: BOOK SIZE: BINDING O8.5" x 11" OSaddle-			O 100# Linen O Yes O Yes O 100# Pearl		
O 5.5" x 8.5"O Black PO OtherO Perfect	-	O Yes	8.5" x 11" BROCHURES (please fill out this section for brochure orders only) STYLE:)	
CALENDARS (please fill out t BINDING STYLE: OSaddle	-	O 28 Pages	OBi-Fold (4 - 5.5" x 8.5" panels) OTri-Fold (6 - 3.6" x 8.5" panels)		
FOLDED CARDS (please fill	out this section for folded card	orders only)	ACCORDION CARDS	1	
CARD SIZE: CARD ST O 5" x 7" O 100# G O Other O 100# L O 100# L O 100# L	loss ONo inen OYes		(please fill out this section for accordion card order: $\begin{array}{c} CARD STOCK: & UV COATING: \\ O 100\# Gloss & O No & O 2^{3/}xx \\ O 100\# Linen & O Yes & (6 Pand) \\ O 100\# Pearl & O 4^{1/}xx \end{array}$	3 ⁵ / ₈ iels)	
O 100# P			$- \frac{O100\# \text{Pearl}}{(4 \text{ Pane})}$		
FLAT DUPLEX CARDS (p			BOOKMARKS		
CARD SIZE: CARD S 0 5" x 7" 0 100# G 0 6" x 9" 0 100# L 0 Other 0 100# P PLEASE SEE REVERSE SID	loss ONo inen OYes		(please fill out this section for bookmark orders only CARD STOCK: UV COATING: O 100# Gloss O No O 100# Linen O Yes O 100# Pearl	V)	

for additional information or to include special instructions

INSTRUCTIONS for completing a Digital Press Print 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 #.

- Please be sure to carefully proof your document for spelling and content before submitting your order.
- If sending a digital file via FTP, email or Digital Media Storage (cd/dvd) please be sure to include all image files and fonts used.
- 1. Customer Information: Fill out this section completely. 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. Order Description: Please provide a brief description of your order. (ex: "Smith Elementary Yearbook")
- 4. Please be sure to accurately list your desired quantity. We do not include overprints, be sure to order enough to stock your own sample supply.
- 5. Please be sure to indicate what proofing method you'd like to use. By default, no proof will be issued. If you would like a hard-copy proof, it will be produced and shipped (standard shipping) at no charge. The customer will be responsible for any fees associated with expedited shipping methods (if requested.) PDF digital proofs can be produced and emailed at any time without any additional cost.
- 6. Fill out the appropriate box for your order. Please take note to review all available options for your document and clearly indicate your choices.
- 7. Please fill out & submit one "Digital Press Print Order" for each order you place.
- 6. Be sure to include any special instructions or requests on the lines provided below.

Special Instructions:

Copyright Release By submitting the job, you are stating that you are the owner and copyright holder of the images, text and anything within.

Digital Print Order

Limit of Liability

Limit of Liability Submitting any tangible or electronic media, image, data, file, card, disc, device, film, print, slide or negative for any purpose, such as processing, printing, duplication, alteration, enlargement, storage, transmission, or other handling, constitutes an AGREEMENT that any loss or damage to it by our company, subsidiary or agents, even though by our negligence or other fault, will only entitle you to replacement with an equivalent quantity/size of unexposed photographic film or electronic media, and processing of the replacement media. Except for such replacement, our acceptance of the media, image, data, file, card, disc, device, film, print, slide or negative is without other liability, and recovery for any incidental or consequential damages is excluded. No express or implied warranty is provided. We recommend that you keep a copy of the orizinal files or store your film safely as we cannot guarantee the safe keening United Promotions, Inc. 433 Lawton Road P.O. Box 668268 Charlotte, NC 28216 Charlotte, NC 28266-8268 24 Hr. (704) 391-2992 Toll Free (800) 362-4441 Fax (704) 391-2902 www.upilab.com original files or store your film safely as we cannot guarantee the safe keeping of all files. United Promotions cannot be responsible for software you download or purchase to communicate with the lab. CUSTOMER # _____ Telephone # (___) Email (Where you can be reached) STUDIO NAME LAB USE ONLY STREET _____ JOB # STATE ZIP CITY OJN # CUST # SHIP TO: NAME SHIP DATE STREET DATA BACKS STATE ZIP CITY JOB IDENTIFICATION SITTING CARDS PROOF(S) DATE JOB DUE TO SHOW DATE JOB SHOT Shipping Instructions: (Please Check One) **ADDITIONAL SERVICES** MAIL UPS FEDEX PICKUP AT LAB BUS 3¹/₂ Buttons/Mirrors/Magnets Admission Tickets Next Day Air Air Saver 3 Day Select Ground Standard Economy Postal 2nd Day Priority Saver Overnight Service Bag Tags & Key Tags Banner Prints # CDs # Images # Rolls Film Size Photographer Big Prints Calendars Die Cut Wallets **ID CARDS** Digital Retouching Estimated Sittings **Additional Information for ID Cards:** Fun Packs Edit to Pose(s) Fun Posters School Name Home Phone 000000 0 Check here if package list is attached. School Year ŏ **Emergency Phone** Gold or Silver Foil Stamping Student Address Teacher Name Greeting Cards Student ID Grade PACKAGES ŏ Groups S.S. Number Homeroom Groupmates Other Pkg. 1 ID Cards Individual Photo Magnets Pkg. 2_____ School Name: Laminating Pkg. 3 License Plate School Year: Locker Prints Pkg. 4 Principal: Magazine Covers Memorymates Pkg. 5_____ Mouse Pads School Logo Included: Yes Pkg. 6_____ 🗌 Mugs Pennants Pkg. 7____ Photo Balls **GROUPS, BIG PRINTS & QUANTITY PRINTS** Photo Magnet Cutout Pkg. 8 Please include text file or stats sheet and run sheets Print Mounting for proper identification. Limit text to 25 characters Pkg. 9_ Proof Booklets per line. Puzzles Pkg. 10 _____ Size: Statuettes **Group Border Options:** Sticker Prints **Overlay Info:** T-Shirts OWith Logo OGroup Overlay OPersonalized Names OPolished Copper Templates Marble Wood Grain OBrushed Metal Texturing **O**Water Trader Cards Õ Other Laser Photo Image Etching Special Instructions: Other: PAYMENT INFORMATION Check COD Visa Mastercard Amex MO/ CK. # (Do Not Put Card # - Please call Accounting) Rush! / Ship Now Ship With This Order Supplies Needed: Prepaid Amount: Amount Received: Received By:

INSTRUCTIONS for completing a DIGITAL PRINT ORDER

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 #.

- 1. Fill out the customer information completely. Be sure to put your telephone number and email address where you can be reached for questions.
- 2. Fill out the Shipping Instructions that apply to your order.
- 3. Please completely fill out the number of CDs, Images, Rolls, Film size and photographers name.
- 4. Packages Please write in detailed information about your package contents for your order. How many? What sizes? Etc...
- 5. Groups, Big Prints and Quantity Prints Include a text file or stat sheet and run sheets for proper indentification. Limit text to 27 characters per line. Please indicate the Print Size and Border options.
- 6. Please refer to the CD/DVD Order Form for a Yearbook or School Administrative CD for additional instructions.
- 7. ID Cards Please fill this section out completely. If a logo is needed for the ID Card, please send a <u>clear</u> image via Email, CD or Floppy Disk. Please attach a layout design of the ID Card.
- 8. Additional Services Check all additional services you would like for your order.
- 9. Special Instructions Write or type any special instructions in this section. If there is not enough room, please attach a sheet with the order form.

Copyright Release By submitting the job, you are stating that you are the owner and copyright holder of the images, text and anything within.		6 Charle 992 Toll F		-8268 4441	film, print, slide or duplication, alterat constitutes an AGH subsidiary or agent entille you to repla photographic film of Except for such ree card, disc, device, i recovery for any in or implied warrant	gible or electronic negative for any p ion, enlargement, s KEEMENT that an s, even though by cement with an eq or electronic media blacement, our acc film, print, slide or cidental or conseq v is provided. We t	: of Liability endia, image, data, file, card, disc, device, jurpose, such as processing, printing, storage, transmission, or other handling, ny loss or damage to it by our company, our negligence or other fault, will only uivalent quantity/size of unexposed a, and processing of the replacement media. reptance of the media, image, data, file, r negative is without other liability, and upential damages is excluded. No express recommend that you keep a copy of the 'as we cannot guarantee the safe keeping t be responsible for software you download
CUSTOMER #	Telepł	none # ()_]		or purchase to com	municate with the	LAB USE ONLY
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SHIP TO: NAME							CUST #
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DATE JOB SHOT							/ /
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IMPORTANT: Filling		rint order com ee instructions				oduction of	f your CD/DVD's.
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Yearbook Co. or Type of CD:		You	r Company: _				
SCHOOL ADMINISTRAT	IVE CD/DVDs	YEAI	RBOOK CD	D/DVDs		IMAG	E ONLY CD/DVDs
O School Image Software	O SSTS 2000 O SASI XP	O Jostens O Lifetouch (O Other:	. ,	•	worth	O Hi Res	O Low Res
⊖Color ⊖B&W	QTY	OColor	⊖B&W		QTY (Color	r OB&W
	VD by: Homeroom Other	Sort images a O Grade O Teacher	nd data on CI	D/DVD by O Home O Other	eroom	_	QTY
Special Instructions:							

INSTRUCTIONS for completing a CD/DVD PRINT ORDER

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 #.

- 1. Fill out this section completely.
 - 1a. List the school name on the Job Identification line.
 - 1b. Be sure to put your telephone number and email address where you can be reached for questions.
- 2. Circle which type of shoot you are sending.
- 3. Fill out the shipping instructions on your order.
- 4. Please indicate the type of CD-ROM you are needing for your school.
 - 4a. If the name of the CD company is not listed please write in the correct company on the <u>Other</u> line.
 - 4b. Fill in quantity amount and be sure to include for any additional copies.
 - 4c. Indicate if you want the images on CD/DVDs in Black & White or Color.
 - 4d. Specify the sorting of images and data by grade, teacher, homeroom or <u>other</u> for the CD/DVD.
- 5. Please let us know what you would like the label on the CD/DVD to display.
 - 5a. School Name or Yearbook Publisher's name.
 - 5b. Yearbook or CD type.
 - 5c. Your company name or a contact person at the school.
- 6. Please write any special instructions needed for this order. If there is not enough space, attach a separate sheet with the order form for further instructions.
- **Indexing** Indexing is a way of linking personal data (names, ID numbers, grade, etc.) to image files. We encourage our customers to obtain a text file from the school that contains Student Names, Grade, Homeroom, Teacher/Staff and any other information you will need to complete the order. You may submit a comma separated text file or Excel file in shoot order. We will not accept hand written out of shoot order without prior approval from our Digital Dept. Send original shoot with absentees.

	B7		fx			9-0				
	A	В	С	D	E	F	G	Н	1	J
1	ShootID	LastName	FirstName	Homeroom	Grade	Teacher				
2	1001	De Sota	John	B-206	6	Riley				1
3	1002	Galiey	Barbara	B-206	6	Riley				
4	1003	Deter	Jacob	B-206	6	Riley			0	0
5	1004	Williams	Jason	B-206	6	Riley			1	1
6	1005	Jacobson	Wilma	B-206	6	Riley				

*EXAMPLE of an Excel file:

Copyright Release By submitting the job, you are stating that you ar the owner and copyright holder of the images, tex and anything within.	• –	te Print O Promotions, In P.O. Box 668 Charlotte, NC Toll Free (800 www.upilab.c	C . 268 28266-8268)) 362-4441	film, print, slide or neg duplication, alteration, constitutes an AGREE subsidiary or agents, ev entille you to replacem photographic film or el Except for such replace card, disc, device, film, recovery for any incide or implied warrantv is	le or electroni ative for any enlargement CMENT that wen though by eent with an electronic med ement, our ac , print, slide c ental or conse provided. We	ti of Liability ic media, image, data, file, card, disc, device, purpose, such as processing, printing, storage, transmission, or other handling, any loss or damage to it by our company, y our negligence or other fault, will only quivalent quantity/size of unexposed ia, and processing of the replacement media. ceptance of the media, image, data, file, or negative is without other liability, and quential damages is excluded. No express recommend that you keep a copy of the y as we cannot guarantee the safe keeping ot be responsible for software you download
CUSTOMER #	Telephon	e # ()	Email	or purchase to commur	nicate with th	e lab. LAB USE ONLY
STUDIO NAME						IOD #
STREET						
CITY	OJN #					
SHIP TO: NAME						CUST #
STREET						
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Postal Next Day Next Da Service Air Air Save		Priority Standa One Overnig		er		Amount:
		COMPOS	SITES			
IMPORTANT: Filling out		rder completely	will aid in ex		oductio	on of your composites.
	COMPOSITE TITLI	instructions on ba	ck of print or	der * <u>Size</u>		<u>Ouantity</u>
(Please print below exactly what	at should appear in the title b	ox or attach info to o		$\bigcirc 5x7$		Quantity
SCHOOL NAME:				$\bigcirc 8x10$		
City:	State:			O 10x13		
Principal/Director:				O 11x14		
Teacher(s):				O 16x20		
				O 20x30		
Grade:	Year:			O Other:		
	OSITE LAYOUT & T					E MASK
Title Block Center Title	Block Top Title Blo	ck Center Title	Block Top			
		_= =				E IMAGES
				OAlphabetical (OShoot Order
Horizontal Ho	orizontal			OTeachers/Staff		O Teachers/Staff last
0	Ver	tical	Vertical		SPECIA	AL NOTE
	()	<u> </u>			a logo you would like to put in re. (see directions)
	BACKGROUNDS					e. (see directions) ext than what is listed please
OBlack OWhite	OChalkboard OC	Clouds OPe	encils			eparate sheet with Composite
OCustom (see instructions on	back of print order)				IND	EXING
	FONTS			OData matched		Cards (In shoot order)
OArial Black OMode	(Arial is default) ern ∩Courier New	O Times New 1	Roman	Text File (In sl	hoot ord	ler)
						order (lab approval only)
						IT NAMES
	FONT STYLE			O Alphabetical (Jrder	O Shoot Order
ORegular O <i>Italic</i>	O Bold	O Bold Italic		ONo names		OOther:

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 <u>Other</u> 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.

Wedding, Senior, Studio & Reorders Print Order

(FILM) CUSTOMER #	4 Hr. (704) 391-2992 Toll Free (Sax (704) 391-2902 www.upila	Order Inc. 568268 NC 28266-8268 800) 362-4441 ab.com Email an be reached)	Limit of Liability ble or electronic media, image, data, file, card, disc, device, egative for any purpose, such as processing, printing, n, enlargement, storage, transmission, or other handling, EMENT that any loss or damage to it by our company, even though by our negligence or other fault, will only ment with an equivalent quantity/size of unexposed electronic media, and processing of the replacement media. cement, our acceptance of the media, image, data, file, m, print, slide or negative is without other liability, and dental or consequential damages is excluded. No express s provided. We recommend that you keep a copy of the your film safely as we cannot guarantee the safe keeping omotions cannot be responsible for software you download unicate with the lab.		
			LAB USE ONLY		
CITY					
SHIP TO: NAME			OJN # CUST #		
			SHIP DATE		
	STATE ZIP		SITTING CARDS		
			PROOF(S) Order Entry Breakdown Editing Printing		
Shipping Instructions: (Please Ch			Packing Final Inspect Billing Shipping		
MAIL L Postal Next Day Next Day 2nd	PS BUS Day Ground Priority Sta	FEDEX PICKUP AT LAB			
Service Air Air Saver	Select One Ove	ernight	ADDITIONAL SERVICES		
JOB IDENTIFICATION			48 Wallet Special		
DATE JOB SHOT	96 Wallet Special				
# CDs # Images # Roll	s Film Size	Photographer	Album Inserts		
			Artwork		
Wedding • Candid • Studio		i	Calendars		
PROOFS	Wedding • Candid • Studio PRINT ORDERS	SENIORS	Canvas Gallery Wrap		
PROOFS 2 1/2 X 3 1/2 3 1/2 X 5 4 X 5 5 X 5 5 X 7 8 X 10 Duplicate Proof Cut film & bag PROOF PACKAGE SPECIAL (from roll film or digital images) DEFINE UNITS	# of Negatives # of Rolls # of Strips	PROOFS Fixed Lighting Proofs Variable Lighting Proof Cut Neg Proofs SENIOR ORDERS # of Cut Negs REORDERS # of Negs	 Digital Photo CD (specify type) Digital Retouching Gold or Silver Foil Stamping Greeting Cards Foam Board Lamination Locker Prints Magnets Matte Spray Mount Board Mouse Pads Overlay Panel Mount Proof Booklet Senior School Service Item Stretcher Frame Texturing Laser Photo Image Etching Other: 		
Supplies Needed:] Rush! / Ship Now	Ship With This Order	Check COD Visa Mastercard Amex MO/ CK. # (Do Not Put Card # - Please call Accounting) Prepaid Amount: Amount Received: (By Lab) Received By:		

Copyright Release	Package Print Order	Limit of Liability Submitting any tangible or electronic media, image, data, file, card, disc, device, film, print, slide or negative for
By submitting the job, you are stating that you are the owner and copyright holder of the images, text and anything within.	United Promotions, Inc. 433 Lawton Road P.O. Box 668268	any purpose, such as processing, printing, duplication, alteration, enlargement, storage, transmission, or other handling, constitutes an AGREEMENT that any loss or
(FILM)	Charlotte, NC 28216 24 Hr. (704) 391-2992 Charlotte, NC 28266-8268 Toll Free (800) 362-4441	damage to it by our company, subsidiarry or agents, even though by our negligence or other fault, will only entitle you to replacement with an equivalent quantify/size of unexposed photographic film or electronic media, and
CUSTOMER #7	Fax (704) 591-2902 www.upilab.com	processing of the replacement media. Except for such replacement, our acceptance of the media, image, data, file, card, disc, device, film, print, slide or negative is
STUDIO NAME	(Where you can be reached)	 without other liability, and recovery for any incidental or consequential damages is excluded. No express or implied warranty is provided. We recommend that you keep a copy
		 of the original files or store your film safely as we cannot guarantee the safe keeping of all files. United Promotions cannot be responsible for software you download or
	STATE ZIP	purchase to communicate with the lab.
SHIP TO: NAME		
STREET		OJN #
CITY	STATE ZIP	CUST #
Shipping Instructions: (Please Check	One)	SHIP DATE
MAIL UPS	BUS FEDEX PICKUP AT LA	DATA BACKS
Postal Next Day Air Day Air Saver 2nd Day	3 Day Select Ground Priority Standard Overnight Saver	SITTING CARDS
JOB IDENTIFICATION		PROOF(S) Order Entry Breakdown Editing Printing
DATE JOB SHOT	DATE JOB DUE TO SHOW	
NO. OF ROLLS FILM SIZE FILM TYPE		
		ADDITIONAL SERVICES
		☐ 3½ Buttons/Mirrors/Magnets ☐ Admission Tickets
ORDER TYPE	PACKAGES	Bag Tags & Key Tags
☐ MULTIPLE POSE PACKAGES (Glamour, Dpt. Stores, Family Portraits, Churches, Fund Raising, etc.) ☐ PORTRAIT PROOF ORDERS (Passing Proofs and taking orders) Size Proof ☐ Orders from proofs. ☐ Dance-Prom ☐ Dance-Prom ☐ School Envelope ☐ School Price Insert Copy Attached ☐ SPORTS ☐ REORDERS	Estimated Sittings Edit toPose(s) PACKAGE CONTENTS Check here if package list is attached. Pose 1	 Digital Retouching Fun Packs Greeting Cards Groups ID Cards Individual Photo Magnets Laminating License Plate Locker Prints Key Chains Magazine Covers Memorymates Mouse Pads Mugs Photo Balls Photo Magnet Cutout Print Mounting Proof Booklets School CDs Service Items Statuettes Sticker Prints T-Shirts Texturing
Supplies Needed:	sh! / Ship Now	