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# Digital Press Print Order

United Promotions, Inc.

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CUSTOMER # \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_ Email \_\_\_\_\_ **LAB USE ONLY**

STUDIO NAME \_\_\_\_\_ JOB # \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ OJN # \_\_\_\_\_

SHIP TO: NAME \_\_\_\_\_ CUST # \_\_\_\_\_

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE PROOF SENT \_\_\_\_\_

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: \_\_\_\_\_

## DIGITAL PRESS PRINTING

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

**\* See instructions on back of print order \***

### ORDER DESCRIPTION

(Please provide a brief description of your order. This is to help us correctly identify your order.)

### QUANTITY: \_\_\_\_\_

Order being submitted via:  UPress  FTP  email  Fax  Other

Proof requested?:  Hard Copy Proof  Digital (PDF) Proof  None Needed

### SOFT COVER BOOKS (please fill out this section for book orders only)

**PAGE COUNT:** \_\_\_\_\_ (not including covers)

**BOOK SIZE:** **BINDING STYLE:** **COVER STOCK:** **UV COATING:**

- 8.5" x 11"  Saddle-Stitched  100# Gloss  No
- 5.5" x 8.5"  Black Plastic Coil  100# Linen  Yes
- Other  Perfect Bind  100# Pearl

### HARD COVER BOOKS (please fill out this section for hard cover book orders only)

**BOOK SIZE:** **COVER FINISH:** **PAGE COUNT:**

- 8.5" x 5.5"  Gloss  10 Pages
- 8" x 8"  Matte  20 Pages
- 8.5" x 11"  Other

### CALENDARS (please fill out this section for calendar orders only)

**BINDING STYLE:**  Saddle-Stitched  Black Plastic Coil  24 Pages  36 Pages

### FOLDED CARDS (please fill out this section for folded card orders only)

**CARD SIZE:** **CARD STOCK:** **UV COATING:**

- 5" x 5"  100# Gloss  No
- 5" x 7"  100# Linen  Yes
- Other \_\_\_\_\_  100# Pearl

### FLAT DUPLEX CARDS (please fill out this section for flat duplex card orders only)

**CARD SIZE:** **CARD STOCK:** **UV COATING:**

- 4.25" x 6"  100# Gloss  No
- 5" x 7"  100# Linen  Yes
- 6" x 9"  Other \_\_\_\_\_  100# Pearl

### 2" x 3.5" BUSINESS CARDS

(please fill out this section for business card orders only)

**CARD STOCK:** **UV COATING:**

- 100# Gloss  No
- 100# Linen  Yes
- 100# Pearl

### POSTERS

(please fill out this section for poster orders only)

**PAPER STOCK:** **UV COATING:** **2-SIDED:**

- 100# Gloss  No  No
- 100# Linen  Yes  Yes
- 100# Pearl

### 8.5" x 11" BROCHURES

(please fill out this section for brochure orders only)

**STYLE:**

- Bi-Fold (4 - 5.5" x 8.5" panels)
- Tri-Fold (6 - 3.6" x 8.5" panels)

### ACCORDION CARDS

(please fill out this section for accordion card orders only)

**CARD STOCK:** **UV COATING:** **SIZE**

- 100# Gloss  No  2 3/4 x 3 3/8 (6 Panels)
- 100# Linen  Yes
- 100# Pearl  4 1/2 x 5 1/2 (4 Panels)
- Hard Cover Option

### BOOKMARKS

(please fill out this section for bookmark orders only)

**CARD STOCK:** **UV COATING:**

- 100# Gloss  No
- 100# Linen  Yes
- 100# Pearl

**PLEASE SEE REVERSE SIDE for additional information or to include special instructions**

