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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

Table with columns: MAIL, UPS, BUS, FEDEX, PICKUP AT LAB. Sub-columns include 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

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

CALENDARS (please fill out this section for calendar orders only) 24 Pages

BINDING STYLE: Saddle-Stitched Black Plastic Coil 28 Pages 32 Pages

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

CARD SIZE: CARD STOCK: UV COATING: 5" x 7" 100# Gloss No Other 100# Linen Yes 100# Pearl

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

CARD SIZE: CARD STOCK: UV COATING: 5" x 7" 100# Gloss No 6" x 9" 100# Linen Yes Other 100# Pearl

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

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

11" x 17" POSTERS

(please fill out this section for 11x17 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 5/8 (6 Panels) 100# Linen Yes 100# Pearl 4 1/4 x 5 1/2 (4 Panels)

BOOKMARKS

(please fill out this section for bookmark orders only)

CARD STOCK: UV COATING: 100# Gloss No 100# Linen Yes 100# Pearl

