

ORDER FORM

Production Hours East St.
9am-5pm
Mon-Fri

“ORDER UP”

Please Print Neatly & Fill Out Completely Date Ordered(Before 5pm EST): _____ Date PG Rec: _____

Store Number: _____ Client Company: _____ Book Priced Quoted & Attached

Job Name: _____ Order form is approved as correct. (Corrections must include new order form.)

Delivery Standard **DELIVERY RUSH** (check One) **NOTE:** Extra Charges will apply, per options chosen, for all jobs marked "RUSH"
(Each Option is extra \$) Rush Options: **RUSH DESIGN**(same day) **RUSH PRODUCTION**(24Hours) **RUSH DELIVERY**= Overnight Overnight AM

Design & or Product Ordered(check at least one): (Custom Design Product Abbreviations. Special Design can be quoted on request)

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> BC = Business Cards | <input type="checkbox"/> MP = Mouse Pads | <input type="checkbox"/> BA = Banners | <input type="checkbox"/> DC = Decals/ Stickers | <input type="checkbox"/> TXT = Text Change |
| <input type="checkbox"/> PC = Post Cards | <input type="checkbox"/> BR = Brochure | <input type="checkbox"/> CM = Car Door Magnets | <input type="checkbox"/> CD = CD Covers | <input type="checkbox"/> VL = Vectorize Logo |
| <input type="checkbox"/> FL = Flyer | <input type="checkbox"/> BK = Books | <input type="checkbox"/> YS = Yard Signs | <input type="checkbox"/> PS = Posters | <input type="checkbox"/> PP = Promo Product |
| <input type="checkbox"/> LG = Logo Design | <input type="checkbox"/> GC = Greeting Cards | <input type="checkbox"/> LT = Letterhead | <input type="checkbox"/> DH = Door Hangers | <input type="checkbox"/> CV = Cut Vinyl |
| <input type="checkbox"/> TL = Tag Line Ideas | <input type="checkbox"/> PF = Presentation Folders | <input type="checkbox"/> EN = Envelopes | <input type="checkbox"/> GD = Special Graphic Design | <input type="checkbox"/> TS = Trade Show Booth |
| <input type="checkbox"/> CC = Color Change | <input type="checkbox"/> CH = Change to new Size | <input type="checkbox"/> DI = Drop Into Specs | <input type="checkbox"/> PCT = Photo Change/ Cropping | <input type="checkbox"/> WD = Web Design |
| <input type="checkbox"/> MB = Magnetic BC | <input type="checkbox"/> 4 Creative Designs BCs | <input type="checkbox"/> Other Explain: | | |

Ink on One or two sides(check one): 4/4 = Full Color over Full Color (2 sides) 1/1 = 1 Spot color over 1 spot color 2/2 = 2 Spot color over 1 spot color
 4/0 = Full Color process one side (1 side) 1/0 = 1 spot color one side 2/0 = 2 spot color one side

Size(check one): Standard BC Other: High (Top to Bottom)= _____ Wide(Left to Right)= _____

Folds(check one): No Fold Half Fold Tri-Fold Z-Fold Other: _____

Quantity(check one): 100 250 500 1,000 2,500 5,000 10,000 Other:: _____

Coating(check one): UV/UV UV/M M/UV M/M Silk Lamination Gloss Lamination 1Spot UV/ None Other: _____

Die Cutting(check one): BC Rounded Corners Other: _____

Special Paper/ Media(check one): Standard for Product Linen Plastic 13 Oz Scrim Banner Cut Vinyl/Color: _____
 Permanent Adhesive Vinyl Non-Permanent Adhesive Vinyl Magnetic Other: _____

Promotional Product Product Number: _____ Catalog Name: _____ Catalog ASI#: _____ Catalog Page: _____
Item Color: _____ Imprint Color: _____ Imprint Location: _____ Notes: " Attach specifics if needed"

NEW ORDER **REORDER EXACT** **REORDER WITH CHANGES** (check one)

Other Product and Production Notes:

BC Name Changes: 1. _____ 2. _____
3. _____ Attached list of _____ # of Names

Client Communication Information:

Contact Name: _____
Address: _____
City, State, Zip: _____
Email Address: _____
Phone Number: _____
Cell Number: _____
Website: _____

Ship to address ("ALL SHIPMENTS" No PO Boxes):

Name: _____
Address: _____
City, State, Zip: _____

(Check below to explain what is sent in with the order and where it was sent.)

Instructions Design Form Electronic art Drop In "Ready to Print"

Sent to: Email: OrderUp@powergraphics.biz Fax 330.825.0664

Order Placed By: _____



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Power Graphics Office Use Only

Approved _____
Design Inv# _____
Product Inv# _____