

Construction Insider

Printing Order Form

Order Date _____ Projected Delivery Date after Proof OK is One Week

Company Name _____ Contact _____

Billing Address _____

Shipping Address _____

Phone _____ FAX _____ E-Mail _____

Printing Details

Large Postcard: 5-1/2" x 8-1/2" Regular Postcard: 4-1/4" x 6" Quantity: _____

4- Color Front over 4-Color Back 14 Point Card Stock Glossy Coating on Front

Miscellaneous: _____

	Quantity	Biz Card	Regular	Large
Printing Price: \$ _____	1,000	\$95	\$295	\$395
_____% Sales Tax: \$ _____	(on printing charge only)			
Shipping & Handling: \$ _____		\$15	\$25	\$45
Graphic Design: \$ _____		\$50	\$300	\$300
Photography: \$ _____	\$35 per stock photo			
Total Price: \$ _____				
Deposit: \$ _____	= Graphic Design Charge			
Balance Due: \$ _____	Balance due is payable prior to placement of order with printer.			

Ordered by: _____ Title: _____ Date: _____

Note: ALL artwork must be at least 350 Dots Per Inch (DPI) or convertible to 350 DPI to insure quality printing.
Customer to provide photos. _____ Initials

Note: Printing will not begin without customer approval and sign-off on proofs. Accuracy of final printing is the obligation of the customer.