

Customer's Billing Information

Date _____

Company _____
Contact _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
E-mail _____ Website _____

Customer's Shipping Information

Company _____
Contact _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
E-mail _____ Website _____

Shipping Method:

- UPS Ground UPS 3rd Day Select UPS Next Day UPS 2nd Day Local Pick Up Local Delivery

Job Specifications

- Business Cards
- Letterheads
- Envelopes
- Postcards
- Club Flyers
- Invoices
- Presentation Folders
- Door Hangers
- Rotary or Rolodex Cards
- Sell / Catalog Sheets
- Covers Sheets
- Booklets / Brochures

Job name _____
Quantity _____
Size _____
Colors 1 color 2 colors 3 colors Full color
of Pages _____
Paper stock _____
Artwork I will provide it I have images and text, need production I need a full design
Digital file Mac PC
Program / application _____

Notes:

