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# Print Order Request Form

Date: \_\_\_\_\_

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Deliver Address if Different \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Publication Name \_\_\_\_\_ Publication Size \_\_\_\_\_

Stock (30# News, 35/80 Bright, 50#) \_\_\_\_\_ Stock Size \_\_\_\_\_

# of Pages \_\_\_\_\_ Press Run Total \_\_\_\_\_

Tab or Book \_\_\_\_\_ If Book what is the finish Size? \_\_\_\_\_

Wrap \_\_\_\_\_ Full Web \_\_\_\_\_

Qty. Color Plates \_\_\_\_\_ Page Location of Color \_\_\_\_\_

Fold 1/4 , 1/2 (flat), other \_\_\_\_\_

\*Insert Total \_\_\_\_\_ Insert Name(s) \_\_\_\_\_

\*Mailed \_\_\_\_\_ \*Delivered \_\_\_\_\_

\*Picked Up \_\_\_\_\_

\* If Applicable