



Print Purchase Order

1336 Energy Park Drive, Saint Paul, MN 55108 --Phone: (651) 644-9136 / Fax: (651) 644-9776

Customer: _____ P.O. #: _____

Quantity: _____ Order Date: ____/____/____ Print Projected Ship Date: ____/____/____

Artist: _____ Title: _____

Customer Item/Catalog or Reference # _____ Sales/Customer Service Rep: _____

Payment Terms: _____ (If Prepaid) Method of Payment: Credit Card _____ Check _____ Cash _____

MEDIA / PREPRESS

File: FTP _____ CD _____ Other _____ File Type: PDF _____ EPS _____ Quark _____ Other _____

FTP Site/Location: _____ Generate Barcode _____ Generate & Insert Barcode _____

Print File Name: _____ Print File Name: _____

Type of Proof: PDF _____ Hard Copy Color _____ Digital Dylux _____
(Uploaded or sent within 24 hours of receipt of approved file for order)

Send Proof(s) to: _____

PRINT

Item: _____ Color Format: 4/0 4/1 4/4

Item: _____ Color Format: 4/0 4/1 4/4

Item: _____ Color Format: 4/0 4/1 4/4

Type of Fold: Roll _____ 1/2 & 1/2 _____ Poster _____ Preferred _____ Dbl Gate _____ Accordion* _____
(*Requires hand insertion at Replication Plant)

Hole Punched Barcode Promos: _____ Quantity: _____ PMS Colors on Print: ____/____/____

Special Instructions for Print: _____

SHIPPING

Shipment Method: Bill to customer _____ 3rd Party* _____ Recipient-Collect* _____

(*) Account # _____

UPS: Ground _____ Next Day AM _____ Next Day _____ 2-Day _____ 3-Day Select _____

FED EX: Ground _____ Priority _____ Standard Overnite _____ 2-Day _____ Express Saver _____

Courier: _____ Customer Pick-up: _____

Ship To: _____ Print \$ _____

_____ Prepress \$ _____

_____ Other/Misc. Charges \$ _____

_____ Freight \$ _____

_____ **ORDER TOTAL** \$ _____