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Digital Press Print Order

United Promotions, Inc.

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CUSTOMER # _____ Telephone # () _____ Email _____ **LAB USE ONLY**

STUDIO NAME _____ JOB # _____

STREET _____

CITY _____ STATE _____ ZIP _____ OJN # _____

SHIP TO: NAME _____ CUST # _____

STREET _____ SHIP DATE _____

CITY _____ STATE _____ ZIP _____ DATE PROOF SENT _____

JOB IDENTIFICATION _____

DATE JOB SHOT _____ DATE JOB DUE TO SHOW _____

Shipping Methods

MAIL		UPS				BUS		FEDEX			PICKUP AT LAB
Postal Service	Next Day Air	Next Day Air Saver	2nd Day	3 Day Select	Ground		Priority One	Standard Overnight	Economy	Saver	

PAYMENT INFORMATION
Check COD Visa Mastercard Amex
MO/ CK. # _____
(Do Not Put Card # - Please call Accounting)
Preppay Amount: _____

DIGITAL PRESS PRINTING

IMPORTANT: Filling out the digital press print order completely will aid in expediting the production of your order.

* See instructions on back of print order *

ORDER DESCRIPTION

(Please provide a brief description of your order. This is to help us correctly identify your order.)

QUANTITY: _____

Order being submitted via: UPress FTP email Fax Other

Proof requested?: Hard Copy Proof Digital (PDF) Proof None Needed

SOFT COVER BOOKS (please fill out this section for book orders only)

PAGE COUNT: _____ (not including covers)

BOOK SIZE: **BINDING STYLE:** **COVER STOCK:** **UV COATING:**

- 8.5" x 11" Saddle-Stitched 100# Gloss No
- 5.5" x 8.5" Black Plastic Coil 100# Linen Yes
- Other Perfect Bind 100# Pearl

HARD COVER BOOKS (please fill out this section for hard cover book orders only)

BOOK SIZE: **COVER FINISH:** **PAGE COUNT:**

- 8.5" x 5.5" Gloss 10 Pages
- 8" x 8" Matte 20 Pages
- 8.5" x 11" Other

CALENDARS (please fill out this section for calendar orders only)

BINDING STYLE: Saddle-Stitched Black Plastic Coil 24 Pages 36 Pages

FOLDED CARDS (please fill out this section for folded card orders only)

CARD SIZE: **CARD STOCK:** **UV COATING:**

- 5" x 5" 100# Gloss No
- 5" x 7" 100# Linen Yes
- Other _____ 100# Pearl

FLAT DUPLEX CARDS (please fill out this section for flat duplex card orders only)

CARD SIZE: **CARD STOCK:** **UV COATING:**

- 4.25" x 6" 100# Gloss No
- 5" x 7" 100# Linen Yes
- 6" x 9" Other _____ 100# Pearl

2" x 3.5" BUSINESS CARDS

(please fill out this section for business card orders only)

CARD STOCK: **UV COATING:**

- 100# Gloss No
- 100# Linen Yes
- 100# Pearl

POSTERS

(please fill out this section for poster orders only)

PAPER STOCK: **UV COATING:** **2-SIDED:**

- 100# Gloss No No
- 100# Linen Yes Yes
- 100# Pearl

8.5" x 11" BROCHURES

(please fill out this section for brochure orders only)

STYLE:

- Bi-Fold (4 - 5.5" x 8.5" panels)
- Tri-Fold (6 - 3.6" x 8.5" panels)

ACCORDION CARDS

(please fill out this section for accordion card orders only)

CARD STOCK: **UV COATING:** **SIZE**

- 100# Gloss No 2 3/4 x 3 3/8 (6 Panels)
- 100# Linen Yes
- 100# Pearl 4 1/2 x 5 1/2 (4 Panels)
- Hard Cover Option

BOOKMARKS

(please fill out this section for bookmark orders only)

CARD STOCK: **UV COATING:**

- 100# Gloss No
- 100# Linen Yes
- 100# Pearl

PLEASE SEE REVERSE SIDE for additional information or to include special instructions

