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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 \_\_\_\_\_ OJN # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CUST # \_\_\_\_\_

**SHIP TO:** NAME \_\_\_\_\_ SHIP DATE \_\_\_\_\_

STREET \_\_\_\_\_ DATE PROOF SENT \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

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

**PAGE COUNT:** \_\_\_\_\_ *(not including covers)*

<b>BOOK SIZE:</b>	<b>BINDING STYLE:</b>	<b>COVER STOCK:</b>	<b>UV COATING:</b>
<input type="radio"/> 8.5" x 11"	<input type="radio"/> Saddle-Stitched	<input type="radio"/> 100# Gloss	<input type="radio"/> No
<input type="radio"/> 5.5" x 8.5"	<input type="radio"/> Black Plastic Coil	<input type="radio"/> 100# Linen	<input type="radio"/> Yes
<input type="radio"/> Other	<input type="radio"/> Perfect Bind	<input type="radio"/> 100# Pearl	

**CALENDARS** *(please fill out this section for calendar orders only)*  24 Pages

**BINDING STYLE:**  Saddle-Stitched  Black Plastic Coil  28 Pages  32 Pages

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

<b>CARD SIZE:</b>	<b>CARD STOCK:</b>	<b>UV COATING:</b>
<input type="radio"/> 5" x 7"	<input type="radio"/> 100# Gloss	<input type="radio"/> No
<input type="radio"/> Other	<input type="radio"/> 100# Linen	<input type="radio"/> Yes
	<input type="radio"/> 100# Pearl	

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

<b>CARD SIZE:</b>	<b>CARD STOCK:</b>	<b>UV COATING:</b>
<input type="radio"/> 5" x 7"	<input type="radio"/> 100# Gloss	<input type="radio"/> No
<input type="radio"/> 6" x 9"	<input type="radio"/> 100# Linen	<input type="radio"/> Yes
<input type="radio"/> Other	<input type="radio"/> 100# Pearl	

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

### 2" x 3.5" BUSINESS CARDS

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

<b>CARD STOCK:</b>	<b>UV COATING:</b>
<input type="radio"/> 100# Gloss	<input type="radio"/> No
<input type="radio"/> 100# Linen	<input type="radio"/> Yes
<input type="radio"/> 100# Pearl	

### 11" x 17" POSTERS

*(please fill out this section for 11x17 poster orders only)*

<b>PAPER STOCK:</b>	<b>UV COATING:</b>	<b>2-SIDED:</b>
<input type="radio"/> 100# Gloss	<input type="radio"/> No	<input type="radio"/> No
<input type="radio"/> 100# Linen	<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> 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)*

<b>CARD STOCK:</b>	<b>UV COATING:</b>	<b>SIZE</b>
<input type="radio"/> 100# Gloss	<input type="radio"/> No	<input type="radio"/> 2 3/4 x 3 5/8 (6 Panels)
<input type="radio"/> 100# Linen	<input type="radio"/> Yes	
<input type="radio"/> 100# Pearl		<input type="radio"/> 4 1/4 x 5 1/2 (4 Panels)

### BOOKMARKS

*(please fill out this section for bookmark orders only)*

<b>CARD STOCK:</b>	<b>UV COATING:</b>
<input type="radio"/> 100# Gloss	<input type="radio"/> No
<input type="radio"/> 100# Linen	<input type="radio"/> Yes
<input type="radio"/> 100# Pearl	

