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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:
<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	

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

BOOK SIZE:	COVER FINISH:	PAGE COUNT:
<input type="radio"/> 8.5" x 5.5"	<input type="radio"/> Gloss	<input type="radio"/> 10 Pages
<input type="radio"/> 8" x 8"	<input type="radio"/> Matte	<input type="radio"/> 20 Pages
<input type="radio"/> 8.5" x 11"		<input type="radio"/> 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:
<input type="radio"/> 5" x 5"	<input type="radio"/> 100# Gloss	<input type="radio"/> No
<input type="radio"/> 5" x 7"	<input type="radio"/> 100# Linen	<input type="radio"/> Yes
<input type="radio"/> Other _____	<input type="radio"/> 100# Pearl	

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

CARD SIZE:	CARD STOCK:	UV COATING:
<input type="radio"/> 4.25" x 6"	<input type="radio"/> 100# Gloss	<input type="radio"/> No
<input type="radio"/> 5" x 7"	<input type="radio"/> 100# Linen	<input type="radio"/> Yes
<input type="radio"/> 6" x 9"	<input type="radio"/> 100# Pearl	
<input type="radio"/> Other _____		

2" x 3.5" BUSINESS CARDS

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

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

POSTERS

(please fill out this section for poster orders only)

PAPER STOCK:	UV COATING:	2-SIDED:
<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)

CARD STOCK:	UV COATING:	SIZE
<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 1/2 x 5 1/2 (4 Panels)
<input type="radio"/> Hard Cover Option		

BOOKMARKS

(please fill out this section for bookmark orders only)

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

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

