



infocomm print

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Chicago, IL 60610
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Fax: 312-751-1051
Email: print@wpc.com
ftp.wpc.com
www.infocommprint.com

Date Submitted _____

To ensure accuracy and promptness in your order, please complete this entire form.

Customer Information

name _____
company _____
address _____
phone (day) _____
(eve) _____ don't call after _____
fax _____

Billing Information

same as above

name _____
company _____
address _____
InfoComm quote number _____
client account number _____
client job number _____
client p.o. number _____
description for invoice _____

Delivery Information

same as above

name _____
company _____
address _____
phone _____
Ship disk and print proofs to: _____
Send _____ samples to _____

Shipping / USPS Drop Date

Date _____ Time _____

Requested Arrival Date

Normal Rush

On or before Must arrive on

Date _____ Time _____

Media Provided / Electronic Transfer

All data should be a duplicate of the original, don't send your only copy.

CD/DVD EMAIL FTP From Jade
 Other _____ Qty _____

Subject or archive name _____

Please submit all fonts and imported graphics with your files.

When possible, please include PostScript® laser prints with your order.

Order Form

Job tracking # _____ Source _____

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Station _____ Operator _____ CSR _____

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Printing Order Information

Job Name _____

Number of Pages _____ Quantity _____

Paper Stock: Body _____

Paper Stock: Cover _____

Doc. Page Size (unfolded) _____ X _____ Final Trim Size (folded) _____ X _____

Bleed No Bleed Please Add Bleed

Colors

Number of Colors: Cover

0	1	2	3	4	5	6
0	1	2	3	4	5	6

 Body

0	1	2	3	4	5	6
0	1	2	3	4	5	6

4/c Process

PMS/Special Inks _____

Varnish

Proof / Digital Color

Due by _____

Epson Indigo

Canon (C1) HP Large Format

Trimmed to size Finished

PDF to _____

Old Sample for Color

Press

Conventional (WPC) Heidelberg QuickMaster

HP Indigo Other _____

Press Check

Date _____ Time _____

Bindery / Finishing

Do not trim Trim to size Perforate Score Drill _____ holes _____ diameter Die cut

Number of folds _____ to _____ X _____ Paperband or stuff in lots of _____

Pad _____ sheets/pad with chipboard Kraft wrap in lots of _____

Stitch Perfect Bind Spiral Double Wire Pack _____ lbs. per carton

Spiral Size _____ Spiral Color _____ Shrinkwrap in lots of _____

Laminate Addressing/Mailing Wafer Seal Other _____

Additional Finishing / Outside Bindery _____

Special Instructions

Shipping Service

Hold for pick up Call when ready Wagner truck USPS mailing

Messenger: \$\$ Flash \$ Instant Direct Special Deferred

Federal Express: First Overnight Priority Standard 2nd Day

UPS: Ground 3 Day Select 2nd Day Air 2nd Day Air AM Next Day Air Saver

Other _____

Use customer account number _____

Email tracking info to _____

