



Invoice# _____

WORK ORDER Setup 1 of ____ Upload Order Sheet

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Fill in Contact Info

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Name and Number _____

Email: Address _____

Website: Address _____

Standard Order Rush

PRODUCT SIZE

Business Card 2.75 x 4.25

4.25 X 5.5 4.125 X 6.125

5.5 X 8.5 5 X 7

8.5 X 11 CUSTOM _____

PAPER STOCK

80LB 100LB

10PT 12PT

14PT CUSTOM _____

Finishing Type

Die Cutting Saddle Stich

Folding Scoring

Drilling Other _____

JOB INFO

Company Name _____

QUANTITY

1k (1,000) 2.5k (2,500) 5k (5,000)

10k (10,000) 15k (15,000) 20k (20,000)

30k (30,000) 40k (40,000) Other _____

Front of Card (Varnish Type)

Flood U.V.(Full Glossy) Spot U.V.(NON Gloss or Spot Area)

MATTE PANTONE OTHER _____

Back of Card (Varnish Type)

Flood U.V.(Full Glossy) Spot U.V.(NON Gloss or Spot Area)

MATTE PANTONE OTHER _____

General Information

• YOU CAN MAIL YOUR FILES TO:

517 N Mountain Ave. Suite 229 Upland CA 91786 Or

Email: Files@printeksolutions.com

• There is (NO PROOF) that will be provided with your print files. PRINTEK is not liable for misspelled words, clients must proof their jobs in full and are completely liable for any mistakes whether PRINTEK designed it or not.

To qualify for one-day service, your order must be placed, all files uploaded, and all files approved by 2pm Pacific Standard Time. Orders placed Saturday or Sunday will be processed on Monday. Orders placed before the deadline will be shipped by 2PM Pacific Standard Time the next business day.

Please refer to terms and agreement for further information

Authorized Purchaser Signature _____

Date _____