



ORDER FORM

Please fill out **BOTH** pages as completely as possible. If you have questions, please call us!

CLIENT AND JOB INFORMATION - PAGE 1 of 2

New Customer Existing Customer Name of preferred sales rep: _____ Referred by: _____ Change of Address

CONTACT INFO

Contact Name: _____
 Company: _____
 Address: _____
 Address Line 2: _____
 City/State/Zip: _____
 Phone: (____) _____
 Cell Phone: (____) _____
 Fax: (____) _____
 E-mail: _____

GENERAL JOB INFORMATION

How are you delivering your digital files?

- FTP: ftp.americasprinter.com
- WEB: uploaded through website
- E-MAIL: jobs@americasprinter.com
- DISK: Mailed to AmericasPrinter.com
- DROP OFF: at AmericasPrinter.com

Files we support. (please check)

- Mac PC
- Photoshop (.psd, .tiff, .eps, .pdf)
- Illustrator (.eps, .ai, .pdf)
- InDesign (.eps, .indd, .pdf)
- Quark (.qxd, .eps, .pdf)
- Freehand (.fh, .eps)
- Corel (.eps, .tiff, NO .cdr files)

2nd CONTACT INFO Graphic Designer Project Manager

Name: _____
 Phone: (____) _____ Fax: (____) _____
 E-mail: _____

1 Please describe your product and mention any needed production notes:

Job Name: _____

Express
 Value
 Extra Value

DO NOT require a proof - (Default choice if nothing checked)
 require a "Soft" PDF proof - Extra Time Needed \$6 charge
 require a "Hard" Digital proof - Extra Time Needed See Website for Price

Job Cost: \$

Quantity:

4/4 (Full Color both sides)
 4/1 (Full Color over black)
 4/0 (Full Color one side only)
 Other _____
EXTRA INK CHARGE MAY APPLY

Business Card (3.5"x2")

- Matte AQ 2 sides (no UV)
- UV Coated 1 side
- UV Coated 2 sides
2500 Minimum Quantity

Business Cards *MUST* be to spec
3.6"x2.1" full bleed
3.5"x2" Finished

BLEED area is the extra 1/10" (.05" on each side) beyond the final cut size extended to allow for any background image intended to print over the edge or bleed off the piece (bleed size 3.6" x 2.1")

TRIM is the FINAL CUT SIZE of the finished printed piece (trim size 3.5" x 2")

LIVE or safe area is at least 1/8" in from the final trim cut size
DO NOT PLACE ANY CRITICAL LOGOS OR TEXT OUTSIDE THIS SAFE AREA!

2 Please describe your product and mention any needed production notes:

Job Name: _____

Express
 Value
 Extra Value

DO NOT require a proof - (Default choice if nothing checked)
 require a "Soft" PDF proof - Extra Time Needed \$6 charge
 require a "Hard" Digital proof - Extra Time Needed See Website for Price

Job Cost: \$

Quantity:

4/4 (Full Color both sides)
 4/1 (Full Color over black)
 4/0 (Full Color one side only)
 Other _____
EXTRA INK CHARGE MAY APPLY

Business Card (3.5"x2")

- Matte AQ 2 sides (no UV)
- UV Coated 1 side
- UV Coated 2 sides
2500 Minimum Quantity

Business Cards *MUST* be to spec
3.6"x2.1" full bleed
3.5"x2" Finished

BLEED area is the extra 1/10" (.05" on each side) beyond the final cut size extended to allow for any background image intended to print over the edge or bleed off the piece (bleed size 3.6" x 2.1")

TRIM is the FINAL CUT SIZE of the finished printed piece (trim size 3.5" x 2")

LIVE or safe area is at least 1/8" in from the final trim cut size
DO NOT PLACE ANY CRITICAL LOGOS OR TEXT OUTSIDE THIS SAFE AREA!

Shipping & Payment Info

ORDER FORM

Please fill in as completely as possible. If you have questions, please call us!



AmericasPrinter.com

The easiest way to print today.

6910 Aragon Circle, Buena Park, Ca 90620

toll free 800-552-1303 | 714-521-1100 | fax 714-521-5650

e-mail jobs@americasprinter.com | web americasprinter.com

SHIPPING AND PAYMENT INFORMATION - PAGE 2 of 2

SHIPPING INSTRUCTIONS

PRIMARY SHIPPING ADDRESS	1	Contact Name: _____ Company: _____ Address: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Notes: _____	<input type="radio"/> Commercial <input type="radio"/> Residential	SHIPPING METHOD	<input type="radio"/> Willcall/Pickup <input type="radio"/> Call For Shipping <input type="radio"/> UPS Ground <input type="radio"/> UPS 3-Day <input type="radio"/> UPS 2nd Day Air <input type="radio"/> UPS 2nd Day Air A.M. <input type="radio"/> UPS Next Day Air Saver <input type="radio"/> UPS Next Day Air <input type="radio"/> UPS Next Day Air A.M. <input type="radio"/> Trucking <input type="radio"/> Southwest Collect <input type="radio"/> AmericaWest Collect <input type="radio"/> Continental Air Collect <input type="radio"/> Delta Dash	<input type="checkbox"/> Client FedEx Account # _____ please include account # _____ <input type="checkbox"/> Client UPS Account # _____ please include account # _____ When choosing your own account please check your preferred shipping method. <input type="checkbox"/> See Notes for Shipping
	SECONDARY SHIPPING ADDRESS	2	Contact Name: _____ Company: _____ Address: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Notes: _____		<input type="radio"/> Commercial <input type="radio"/> Residential	SHIPPING METHOD

PAYMENT INFO

How are you paying for your order?

CREDIT CARD ADDRESS - IF DIFFERENT FROM PAGE 1

- Check # _____
 Money Order
 Purchase Order
 Credit Card
 Visa MasterCard AMEX Discover

Name on Card: _____
 Company: _____
 Address: _____
 Address Line 2: _____
 City/State/Zip: _____
 Phone: (____) _____
 Fax: (____) _____

Card # _____ Exp Date: _____
 Auth # on Back (front AMEX) _____ Card Holder's Signature _____

CUSTOMERS: If you are placing this order in the name of a company, you must be legally authorized to place this order for the company. PRICING & QUOTATIONS: Prices published on the AmericasPrinter.com website are subject to change without notice. Every effort will be made to notify clients of price increases in advance. Quotations, either emailed or faxed, will be honored for up to 30 days after the quote date. Published prices on the AmericasPrinter.com website are based on clients supplying digital files prepared according to the guidelines on the AmericasPrinter.com website. Failure to setup files according to these guidelines may result in additional charges. Changes made by AmericasPrinter.com to client supplied files can be subject to extra charges. TERMS OF SALE: AmericasPrinter.com accepts cash, personal and company checks, money orders, Visa, MasterCard, American Express and Discover. In the event that a check is returned for non-sufficient funds, the Client will be required to pay a \$25.00 NSF fee to AmericasPrinter.com. In the event of non-payments that lead to dispute and/or litigation, the Client agrees to pay all legal and collection fees incurred by AmericasPrinter.com. SALES TAX: All California orders are subject to sales tax. If customer is tax exempt, exemption certificate must be sent or faxed to us with your first job. PRODUCTION & TURNAROUND: Orders begin ONLY after they have been "received" and successfully completed our initial processing. Orders are considered "received" and are put into production ONLY when the following three conditions have been met: (1) an ORDER FORM has been completely filled out and it accurately describes your project. (2) all files have been correctly submitted. (3) payment has been made (unless you have terms.) PROOFING, COLOR MATCHING & PRINT QUALITY: Most products ordered through AmericasPrinter.com are "gang printed." AmericasPrinter.com will reproduce color from digital files as closely as possible, but may not exactly match color and density due to limitations in the proofing and printing process, as well as neighboring image ink requirements. A reasonable

variation in color between original materials, proofs and the completed order, will be considered acceptable print quality. Clients must provide high resolution images suited to the offset printing process. AmericasPrinter.com is not liable for images printing poorly due to the Client providing low resolution images. Clients must provide all full color printing images in CMYK format. AmericasPrinter.com is not responsible for any color shift that occurs in conversions from RGB to CMYK color modes. Full color jobs that contain large solid areas of black ink should have the black set up as Rich Black (see File Specification section of website). AmericasPrinter.com will not be responsible for printing a consistent, solid and rich black if the Client has not set up their files accordingly. COMPLAINTS: All complaints must be made within 10 business days of receipt of the job. Orders with manufacturing errors and/or defects will be rerun on the next available print run at no charge to the client, at the discretion of AmericasPrinter.com. AmericasPrinter.com's sole liability shall be limited to reprinting of the order. ERRORS AND OMISSIONS: AmericasPrinter.com is not responsible for errors and omissions approved by the client or artwork created by AmericasPrinter.com. INDEMNIFICATION: The client will indemnify and hold harmless AmericasPrinter.com from any loss, expense, and damages arising out of violation of copyright or trademark laws from the illegal use of images, photographs, slogans, trademarks, or graphical work supplied by the Client. DELIVERY & SHIPPING: All posted turnaround times are approximate and although AmericasPrinter.com will make every effort to meet these delivery times, AmericasPrinter.com will not be liable for any costs or damages resulting from deliveries made later than expected to the Client. Delays or damage during shipping are the sole responsibility of the carrier providing shipping services. AmericasPrinter.com is not responsible for delays or damage caused during shipping.

By placing an order, you are forming a legally binding contract with AmericasPrinter.com, for products and services, and you agree to be bound by these Terms and Conditions.

Signature: _____ Date: _____ Print Name: _____