preseo™
professional printing solutions

DATE::   SALES REP::

CUSTOMER INFORMATION

Company Name:

Contact:

Address:

City: State: Zip:

Tel: Cell:

Fax:

SHIPPING INFORMATION

Ship To:

Attention:

Address:

City: State: Zip:

Tel: Cell:

Fax:

DISK & PROOFING REQUIREMENTS

CHECKLIST

MAC   PC

All Fonts Outlined/Rasterized

CMYK

Greater Than 300 DPI

SOFTWARE

QuarkXpress - vers.

Adobe Photoshop - vers.

Adobe Illustrotor - vers.

Adobe Pagemaker - vers.

Other

Files Sent Via

PROOF NEEDED

Fax

Color Proof

Email PDF

None

Preseo cannot be held responsible for jobs printed without a proof.

JOB DESCRIPTION

1
QTY: SIZE: COLOR: STOCK: FINISHING:
DESCRIPTION:

2
QTY: SIZE: COLOR: STOCK: FINISHING:
DESCRIPTION:

3
QTY: SIZE: COLOR: STOCK: FINISHING:
DESCRIPTION:

SHIPPING

Will Call [customer pick up]   UPS Acc.#   FedEx Acc.#   Bill Me

Method: Ground   3 Day Select   2 Day AM/PM   Next Day AM/PM/Saver

Split Shipment (After 1st shipment there is a $15.00 charge per additional shipping address.)

Ship Proof Via

Email Address

PAYMENT METHOD

All orders must be paid in full before they are picked up or shipped.

Terms: Under $1,000, Full payment with order - Over $1,000, 50% deposit, 50% on completion.

VISA   MasterCard   AMERICAN EXPRESS   DISCOVER   CHECK #

Card Holder Name: Expiration Date

Credit Card Number

I hereby declare that the above mentioned credit card belongs to me or my company and I am authorized to use it. By typing "I AGREE" below, I am authorizing Preseo to charge the appropriate amount to my credit card and agree to pay this amount according to the Credit Card issuers policies.

Please type "I AGREE" in the box below.

Signature   Date

P.O. Number

Price $

Shipping $

Special Handling $

CA Sales Tax $

Total $