



A to Z Printing
 8230 Cody Drive
 Lincoln, NE 68512
 402.477.0815
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 Email: info@atozprint.com

Print Order Form

DESCRIPTION OF JOB

FINISH SIZE: 8.5"x11" 8.5"x14" 11"x17"
 Other _____

QUANTITY: _____

PAPER: White 20# 24# 65# Cover 80# Cover
 Color _____ 20# 24# 65# Cover
 Other _____

INKS: 1 Color/1 Side Black or Color _____
 1 Color/2 Sides Black or Color _____
 2 Color/1 Side Black & _____
 2 Color/2 Sides Black & _____
 2 Color/1 Side _____ & _____
 2 Color/2 Sides _____ & _____
 Match sample attached

BINDERY INSTRUCTIONS: Cut Size: _____
 Cut to equal _____ finished pieces
 Fold: Half Thirds Other _____
 Staple: Side Saddle Corner
 Perforate Score
 Laminate
 Pad — Qty/pad 25 50 100
 Number of Pads _____
 Numbering: Ink Black Red
 Start # _____ End # _____
 Drill: (Number of holes _____ Position _____)
 Coil: Color _____
 Plastic Comb: Color _____

SPECIAL INSTRUCTIONS

Please fill out a form for **each job** that you are sending to us.

ORDER QUOTE REQUEST ONLY

GENERAL INFORMATION

Date of Order _____
 Contact Person _____
 Department _____
 Division _____
 Address _____
 Phone _____ Fax _____
 Email _____

Name of Job _____
 Billing Reference # _____ Confidential Job
 Date Order is Due _____ Time _____ am pm
 Deliver my order to above address.
 Please deliver my order to _____
 I will pick up my order at printer.
 Call me when my order is finished at _____

DIGITAL OUTPUT INFORMATION

File Sent: On Disk As Email
 Hardware Platform: MAC PC compatible
 Name of File _____
 Software Application Used _____ Version _____
 Output: Black & White Color (Extra Charge)

Note: A to Z does not support all programs, call for more information.

- IMPORTANT! PRINTED PROOF OF DOCUMENT ENCLOSED.**
 IF FULL COLORED DOCUMENT PROVIDE A FULL COLOR PROOF.
- ALL GRAPHIC FILES, PHOTOS, LOGOS, ETC. MUST BE INCLUDED ON YOUR DISK (TIFF or EPS files, only).
- If Freehand or Corel Draw graphics are used, include both the EPS exported file and the original graphic file. If sending an Illustrator or Freehand graphic, be sure to CONVERT ALL TYPE TO OUTLINES to avoid problems of missing fonts.
- ALL FONTS MUST BE INCLUDED ON YOUR DISK. Include printer and screen fonts. Use Type 1 Postscript fonts, if possible. True Type fonts may not print correctly, especially at high resolutions.