



(409) 832-8000 • Fax (409) 839-8698

www.creativeimpression.com

2949 College Street • Beaumont, TX 77701

#### CLIENT INFORMATION

Purchase Order No.: \_\_\_\_\_

Creative Impressions Quote #: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

#### SHIPPING INFORMATION

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

#### SCHEDULING INFORMATION

Date/Time In: \_\_\_\_\_

Date/Time Due: \_\_\_\_\_

Deliver  Hold For Pickup

Call When Complete

# Print Order Request Form

Please complete and submit this form with each order. Doing so will ensure that production of your job goes as smoothly as possible and that the services you request match up to those which we originally quoted on.

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### PRINTING & BINDERY INFORMATION

Process  Spot (list colors): \_\_\_\_\_

Thermography  Varnish  Gold Foil  Silver Foil

Die-Cut  Emboss  Fold  Score  Perforate

Other: \_\_\_\_\_

Quantity: \_\_\_\_\_ Finished Size: \_\_\_\_\_ Bleed: \_\_\_\_\_ (no. of sides)

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### ART INFORMATION

Customer Is Providing\*:  Disc  Negatives  Camera-Ready Art

Creative Impressions Must:  Prepare Art  Output Negatives

\*Please refer to the back side of this form for instructions on submitting art.

#### COPYRIGHT INFORMATION

All that appears on the enclosed medium (including, but not limited to, floppy disk, modem transmission, removable media, and paper) is unencumbered by copyrights. We, the customer, have full rights to reproduce the supplied content.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_