



# Printco Graphics Job Order Form

Date Submitted: \_\_\_\_\_ Date Wanted: \_\_\_\_\_ PO # \_\_\_\_\_  
 Company: \_\_\_\_\_ Customer # \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Billing Contact: \_\_\_\_\_  
 Billing Address \_\_\_\_\_

Job Type: Publication  Postcard  Brochure  Flyer  Folder  Book  (Self Cover  ) Other: \_\_\_\_\_

New Job:  Reprint with Revisions:  Exact Reprint:  Previous Job # \_\_\_\_\_

Job Name: \_\_\_\_\_ Number of pages: \_\_\_\_\_

Quantity: \_\_\_\_\_ Overs/Unders: 0%  2%  5%  10%

Flat Size: \_\_\_\_\_ x \_\_\_\_\_ Finish Size: \_\_\_\_\_ x \_\_\_\_\_  
*width height width height*

PAPER

Paper Type: Cover  Text  House Paper  Special  ( \_\_\_\_\_ ) Weight: \_\_\_\_\_

Paper Coating: Uncoated  Gloss  Matte  Coat 1 side  Coat 2 sides

INK

Ink Colors Side 1: \_\_\_\_\_ Side 2: \_\_\_\_\_

Coverage (*light, medium, or heavy*) Side 1: \_\_\_\_\_ Bleeds?  Side 2: \_\_\_\_\_ Bleeds?

Coating Side 1: Gloss  Dull  Type: UV  Aqueous  Varnish  Flood  Spot  (% coverage: \_\_\_\_)

Side 2: Gloss  Dull  Type: UV  Aqueous  Varnish  Flood  Spot  (% coverage: \_\_\_\_)

PROOFS

How will we receive files? PDF:  Native Files:  Lasers Provided? Yes:  No:

Type of proof required: Low-res:  Color Correct:  PDF:

Press check required? Yes:  No:  E-mail proof to: \_\_\_\_\_

FINISHING

Finishing: Finish Flat  Score  Die Cut  Perf  (Straight  L-Perf  Micro  ) Drill  (# of Holes: \_\_\_\_ Size: \_\_\_\_)

Folding:  Half Fold  Letter Fold  Z-Fold  Double Parallel  Half & Half  Roll Fold  Gate Fold



Binding: Saddle Stitch:  Perfect Bind:  Wire-O:  Plastic Coil:

Please describe your special finishing: \_\_\_\_\_

PACKING

Rubber Band:  Paper Band:  Shrink Wrap:  In Groups of: \_\_\_\_\_

Plain Boxes:  Printco Boxes:  Package for: One Delivery  Multiple Locations

Brick Stack on Skids  Boxes on Skid Packs

DELIVERY

Must Arrive On: \_\_\_\_\_ By: \_\_\_\_\_

Customer Pick-up:  Local Delivery:  Ship Out of Town:  # of Locations: \_\_\_\_\_ (*list below*)

Mailing: # of Lists \_\_\_\_ NCOA \_\_\_\_ Address Service:  Current Resident:

Ship to Address(es): \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\* This quote will be based on receiving print-ready files. Any alterations requested may result in additional charges.  
 A customer service representative will notify you if you will incur additional charges.

**14112 Industrial Road, Omaha, NE 68144 • www.printcographics.com**

**Phone (402) 593-1080 OR (888) 593-1080 • FAX (402) 593-1077**

To submit this form online, you must have Acrobat Reader installed in your web browser.

Complete the form then click the button at right to submit your order via e-mail.

You may also save your finished PDF to your computer and e-mail a copy to sales@printcographics.com or print your completed form and FAX it to (402) 593-1077.

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