



# Print Purchase Order

315 5th Ave. NW, Saint Paul, MN 55112 -- Phone: (651) 633-8122 / Fax: (651) 633-1862

Customer: \_\_\_\_\_ P.O. #: \_\_\_\_\_

Quantity: \_\_\_\_\_ Order Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Print Projected Ship Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Artist: \_\_\_\_\_ Title: \_\_\_\_\_

Customer Item/Catalog or Reference # \_\_\_\_\_ Sales/Customer Service Rep: \_\_\_\_\_

Payment Terms: \_\_\_\_\_ (If Prepaid) Method of Payment: Credit Card \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_

## MEDIA / PREPRESS

File: FTP \_\_\_\_\_ CD \_\_\_\_\_ Other \_\_\_\_\_ File Type: PDF \_\_\_\_\_ EPS \_\_\_\_\_ Quark \_\_\_\_\_ Other \_\_\_\_\_

FTP Site/Location: \_\_\_\_\_ Generate Barcode \_\_\_\_\_ Generate & Insert Barcode \_\_\_\_\_

Print File Name: \_\_\_\_\_ Print File Name: \_\_\_\_\_

Type of Proof: PDF \_\_\_\_\_ Hard Copy Color \_\_\_\_\_ Digital Dylux \_\_\_\_\_  
(Uploaded or sent within 24 hours of receipt of approved file for order)

Send Proof(s) to: \_\_\_\_\_

## PRINT

Item: \_\_\_\_\_ Color Format: 4/0 4/1 4/4

Item: \_\_\_\_\_ Color Format: 4/0 4/1 4/4

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Type of Fold: Roll \_\_\_\_\_ 1/2 & 1/2 \_\_\_\_\_ Poster \_\_\_\_\_ Preferred \_\_\_\_\_ Dbl Gate \_\_\_\_\_ Accordion\* \_\_\_\_\_  
(\*Requires hand insertion at Replication Plant)

Hole Punched Barcode Promos: \_\_\_\_\_ Quantity: \_\_\_\_\_ PMS Colors on Print: \_\_\_\_/\_\_\_\_/\_\_\_\_

Special Instructions for Print: \_\_\_\_\_

## SHIPPING

Shipment Method: Bill to customer \_\_\_\_\_ 3<sup>rd</sup> Party\* \_\_\_\_\_ Recipient-Collect\* \_\_\_\_\_

(\*) Account # \_\_\_\_\_

UPS: Ground \_\_\_\_\_ Next Day AM \_\_\_\_\_ Next Day \_\_\_\_\_ 2-Day \_\_\_\_\_ 3-Day Select \_\_\_\_\_

FED EX: Ground \_\_\_\_\_ Priority \_\_\_\_\_ Standard Overnite \_\_\_\_\_ 2-Day \_\_\_\_\_ Express Saver \_\_\_\_\_

Courier: \_\_\_\_\_ Customer Pick-up: \_\_\_\_\_

Ship To: \_\_\_\_\_ Print \$ \_\_\_\_\_

\_\_\_\_\_ Prepress \$ \_\_\_\_\_

\_\_\_\_\_ Other/Misc. Charges \$ \_\_\_\_\_

\_\_\_\_\_ Freight \$ \_\_\_\_\_

\_\_\_\_\_ **ORDER TOTAL** \$ \_\_\_\_\_