



Fill the Above Invoice/Order Form to the best of your knowledge.

Routed to:

CUSTOMER INFORMATION

Date of Order _____ Date Job Needed _____ Location _____ Loc. # _____
 Contact Name _____ Phone/Cell _____ Email _____
 Title of Job _____

DESIGN REQUEST

Revisions Needed (any manipulation to file for print purposes will incur a **\$35 Set-Up Fee**
 (any manipulation to file affecting layout (i.e. text and image) will incur a **\$35/hr design fee**)
 New Design (all New Design request will be quoted for design time at a design fee of **\$35/hr**)
 hard copy provided digital file provided

JOB TYPE

Brochures
 Business Cards
 Letterhead
 Memo Pads
 Forms
 Banners / Posters
 Folders
 Booklets
 Invitations/Cards
 Stickers / Labels
 Other (specify) _____

JOB SPECIFICATIONS

QUANTITY
SIZE:
 8.5 x 11 (Letter)
 11 x 17 (Tabloid)
 Other (specify) _____
INK:
 Black & White
 Full Color (CMYK)
 Digital Files only

GES USE ONLY

STAMP

JOB DESCRIPTION

Write a brief description, including text, content, theme, event dates, etc.

Upon receipt of request, the design team will contact you to set up time to meet for more specifics on design request.