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rohnerletterpress.com

To ensure accuracy and promptness in your order, please complete this entire form.

**Customer Information**

name \_\_\_\_\_  
company \_\_\_\_\_  
address \_\_\_\_\_  
phone (day) \_\_\_\_\_  
phone (eve) \_\_\_\_\_  
best hours to reach you: \_\_\_\_\_

**Billing Information**

same as above

name \_\_\_\_\_  
company \_\_\_\_\_  
address \_\_\_\_\_  
credit card # \_\_\_\_\_  
expiration date \_\_\_\_\_  
CVC code \_\_\_\_\_

**Delivery Information**

same as above

name \_\_\_\_\_  
company \_\_\_\_\_  
address \_\_\_\_\_  
phone \_\_\_\_\_  
 hold for pick up  
 messenger 8am-5pm  
 FedEx Priority Overnight  
 FedEx Standard Overnight  
 FedEx 2-Day  
 FedEx Ground  
 other \_\_\_\_\_

**Additional Instructions**

Unless noted, film at 150 lpi, at 100% scaling with crops only if live print area allows.

**Type Of Service**

Verbal Confirmation Required for Rush Service

normal     next day +25%     ship same day (files must be received by noon) +50%

date/time required

**Customer Checklist : Please review your order form for the following**

- date/time required
- file names to be output
- all imported artwork
- PDF proofs
- necessary fonts

**Media Provided / Electronic Transfer**

All data furnished should be a duplicate of the original; don't send your only copy.

CD     EMAIL     FTP\*\*    date: \_\_\_\_\_ time: \_\_\_\_\_

\*\*FTP upload instructions: From www.rohnerletterpress.com, click client login tab, then click send a file. Follow instruction form. All Macintosh email jobs must be binhex encoded.

**Font Information**

List all typefaces  
All non-outlined fonts must be submitted with job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Software Information**

List all software and version numbers.  
All imported artwork should be provided.

- Macintosh     Windows
- Adobe InDesign \_\_\_\_\_
- Adobe Illustrator \_\_\_\_\_
- Adobe Photoshop \_\_\_\_\_
- PDF \_\_\_\_\_
- QuarkXPress \_\_\_\_\_
- Other \_\_\_\_\_

**Job Information**

file names/special instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pricing (per piece)**

up to 120 square inches	\$25
121 - 200 square inches	\$45
201 - 301 square inches	\$75
301	

Maximum film output sizes: 18.5 width x 25 length

**Output Instructions**

- Right Reading     Wrong Reading
- Emulsion Up     Emulsion Down
- Negative     Positive

**Terms**

Normal service ships in 2 business days.  
Files must be received before noon to count as same day.  
Orders must be prepaid by credit card before production can start.