SoA Print Order Form

Name:

*Please name your files: lastName_firstName_00#		Paper Size		PDFs only		Scale	I
File Name	Paper Type	Width	Length	Page #s	2-Sided?*	to Fit?	# of Copies
Smith_J_001.pdf	copy text	11	17	1-6	no	yes	1
Smith_J_002.jpg	luster	8.5	11	_	_	no	2
Smith_J_003.tif	semimatte	24	32	_	_	no	1

Paper Cutting Service:	
Hand Cutting - \$3 per sheet (1 sheet at a time)	
Stack Cutting - \$2 per cut (10-250 at a time)	

Cutting Service request:

Supplies:	Price:	Quantity:		
SuperBlack Board	\$3.75			
Tracing Paper	\$1.00			
Cover Sheet	\$2.00			
Other: White Mat Board 2-sided tane ect				

Other: White Mat Board, 2-sided tape, ect

Special Requests:

^{*}Please submit laser orders as .jpg or .pdf files, and inkjet orders as flattened .tif files.

^{*2-}Sided: Available for laser prints only. 2-sided printing cost the same price as two separate prints.



SoA Print Order Form

(For new customers / revisions only)	
NAME:	DATE:
Email:	(required for credit cards)
PHONE:	
Need by:	
Customer Receipt of Pickup	
Customer accepts that files are printed as they responsible for customer errors. Customer ack completed print order and declares prints free	knowledges receipt and responsibility of
(Please sign and date upon receipt of prints)	
SIGNATURE:	DATE: