PRINTING & MAILING ORDER FORM

Instant Pricing

ADGPRINTING.COM
800.342.3282
Hours: M – Th 9 - 5, Fr 9 - 4

Use this form if you are mailing or faxing your order.
For pricing information see Instant Pricing.

MAIL YOUR ORDER TO: ADG Printing • 19231 36th Ave. West, # D • Lynnwood, WA 98036 **FAX YOUR ORDER TO:** 425-771-7943

Date:_____ Bus. Type:_____ Source:_____

YOUR INFORMATION NO P.O. Box for Shipping. ATTACH YOUR BUSINESS CARD

Name:_____ Company:_____

Street:_____ City/State/Zip:_____

Phone: (____)_____ Fax: (____)_____ E-mail:_____

SHIPPING ADDRESS ◯ Same as above! Specify address if different:

Street:_____ City/State/Zip:_____

MATERIALS

Number of Pictures Enclosed: _____

◯ Negatives & Prints ◯ 35mm Slides ◯ Logo, Personal Photo Enclosed
◯ Files E-mailed / FTP ◯ Files on Disc ◯ Logo, Personal Photo on File

PRINTING TIME* ◯ 3 Business Days ◯ 2 Business Days ◯ 1 Business Day

COLOR ◯ Color / Black ◯ Color Both Sides

DESIGN** ◯ Ready to Print ◯ Proof/Design Required (allow 2-3 bus. days for proof)

MAILING SERVICE*** ◯ Mailing Service ◯ 1-TO-1 Marketing ◯ I will do my own mailing.

◯ No Mailing Service ◯ First Class ◯ Buying a Mailing List Imprint Bulk Mail Permit #:_____
◯ Standard ◯ Providing Own List Permit City:_____

SHIPPING ◯ Pick-up ◯ Courier ◯ Ground ◯ Priority ◯ Second Day

PAYMENT METHOD Your order cannot be processed without full payment.

◯ Check Enclosed ◯ Use Card On File ◯ Visa ◯ MasterCard ◯ American Express

Credit Card #:_____ Exp. Date:_____ Signature:_____

*Printing Time is from approval or submission of ready to print file, does not include proofing time.

**For technical questions & for "Ready to Print" accepted file formats please call or see our Designer Tech Support. Enclose all materials necessary to complete your order. Include photos, logos, verbiage & rough layout. Negatives must accompany prints, and for color sensitive digital files please provide a hard copy for color check. No halftones or previously printed materials!

***For Direct Mail Services send or email your mailing list, our prices include Database Management. See our Template for layout guidelines to meet Post Office regulations. Mailing Lists are available for as low as $25 for up to 2500 Zip Code or Radius addresses.

◯ First Order ◯ Info on File ◯ New Address

PLEASE USE ONE FORM PER ORDER

For prices see Instant Pricing or call 1-800-342-3282

◯ NEW Order ◯ Reprint with NO Changes ◯ Reprint with Changes

Fax a Copy or Provide a Previous Job Number:_____

Please Provide a Job Title for New Order:_____

Size	Quantity	Price

Courier or Shipping _____
SUB-TOTAL _____
Washington Sales Tax - Add 8.9% _____
Direct Mail Postage - No Tax on Postage _____
TOTAL _____

Notes, Special Instructions:

By submitting your order you indicate you have read and agreed to our Terms & Conditions.

ADGform 200708