

Digital Printing Order Form

Please complete form in its entirety



(760) 436-0133

131 Aberdeen Drive
Cardiff-by-the-Sea, CA 92007

(760) 436-2372 FAX

info@headlinegraphics.com E-MAIL

ftp.headlinegraphics.com FTP

Bill to _____

Contact Name _____

Address _____

Day Phone _____ Customer PO # _____

Evening Phone _____ Please Don't Call After _____

Cell Phone / Pager _____

Deliver Customer Will Pick Up Call When Ready FedEx

Deliver to _____

Attn _____ Phone _____

Address _____

Proof Required? Yes No

Hard Copy Supplied? Yes No

Sample Supplied? Yes No

Invoice Number	Job Number

Date / Time Submitted _____

Date / Time Due _____

MUST MEET FEDEX Drop Time _____

Will Pay RUSH Charges (If Other Than Normal Turnaround)

COD Bill to Account Resale Taxable

Operating System: Mac OS Windows

Applications Used _____

Type of Disks _____ Number of Disks _____

Name of E-Mail File _____

Name of FTP File _____

SPECIAL INSTRUCTIONS FOR HEADLINE

REFER TO ITEM NUMBER: _____

Item	File Name	Application	Size	% of Output	Pages to be Printed	Single or Double Sided	Number of Copies	Headline Use Only
1	-----	<input type="checkbox"/> Quark <input type="checkbox"/> Illustrator <input type="checkbox"/> Pagemaker <input type="checkbox"/> Freehand <input type="checkbox"/> Other			_____ - _____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Single <input type="checkbox"/> Double		
2	-----	<input type="checkbox"/> Quark <input type="checkbox"/> Illustrator <input type="checkbox"/> Pagemaker <input type="checkbox"/> Freehand <input type="checkbox"/> Other			_____ - _____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Single <input type="checkbox"/> Double		
3	-----	<input type="checkbox"/> Quark <input type="checkbox"/> Illustrator <input type="checkbox"/> Pagemaker <input type="checkbox"/> Freehand <input type="checkbox"/> Other			_____ - _____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Single <input type="checkbox"/> Double		
4	-----	<input type="checkbox"/> Quark <input type="checkbox"/> Illustrator <input type="checkbox"/> Pagemaker <input type="checkbox"/> Freehand <input type="checkbox"/> Other			_____ - _____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Single <input type="checkbox"/> Double		
5	-----	<input type="checkbox"/> Quark <input type="checkbox"/> Illustrator <input type="checkbox"/> Pagemaker <input type="checkbox"/> Freehand <input type="checkbox"/> Other			_____ - _____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Single <input type="checkbox"/> Double		

Material	Bindery	For Headline Use Only
<input type="checkbox"/> Ultra White House 28# <input type="checkbox"/> Matte Book 100# <input type="checkbox"/> Label Stock* *Additional paper charge	<input type="checkbox"/> Matte Coated Cover 65# <input type="checkbox"/> Matte Coated Cover 78# <input type="checkbox"/> Matte Coated Cover 95# <input type="checkbox"/> Other _____	<input type="checkbox"/> Cut <input type="checkbox"/> Fold <input type="checkbox"/> Staple <input type="checkbox"/> Collate <input type="checkbox"/> Other _____
		Finish Count _____ Size _____ Quality Control by _____ / _____ Initials Date <input type="checkbox"/> Customer Brought In <input type="checkbox"/> Headline Picked Up

Terms & Conditions: Customer hereby authorizes Headline Graphics to proceed with described work and agrees to pay charges upon completion of work. Customer agrees to pay for work performed on any customer-cancelled orders. Customer accepts sole responsibility for accuracy of services provided by Headline Graphics. Headline Graphics' responsibility is limited exclusively and solely to correcting, in a timely manner and at no charge, any error Headline Graphics makes that is not in customer's original. NO REFUND will be issued. Headline Graphics is not responsible for loss or damage to any customer property including problems that may occur due to faulty equipment or loss of power during operation. Customer understands Headline Graphics is NOT responsible for keeping work on file for any length of time. While Headline Graphics makes every effort to deliver services in a timely manner, Headline Graphics is not liable for any loss or damage which may be experienced by the customer as a result of Headline Graphics inability, for whatever reason, to deliver services to customer by any mutually agreed upon deadline or timely manner. All work is C.O.D. unless other terms and conditions are set up in advance. Customer is liable for all costs including a 1.5% late charge per month (18% A.P.R.) on unpaid balance. Customer agrees to pay reasonable attorneys' fees (even if same exceeds court's schedule of attorney fees), plus all court costs and other costs of collection on any delinquent debt. Customer agrees to pay a \$25 service charge for returned checks. Questions or discrepancies on charges must be made within 5 days of receipt of invoice.

I have read and agree to the above terms and conditions.

Signature: **X** _____

Date: _____