

# Large Format Order Form

Please complete form in its entirety



**(760) 436-0133**

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 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	Size	% of Output	Pages to be Printed	Substrate	Laminating	Mounting
1				____ - ____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Photogloss <input type="checkbox"/> Canvas <input type="checkbox"/> Semigloss <input type="checkbox"/> Vinyl Banner <input type="checkbox"/> Polycarb <input type="checkbox"/> Adhesive Vinyl <input type="checkbox"/> Backlit	<input type="checkbox"/> UV 3 mil <input type="checkbox"/> UV 5 mil (gloss only) <input type="checkbox"/> 1 Side <input type="checkbox"/> Encapsulate (both sides) <input type="checkbox"/> Gloss <input type="checkbox"/> Lustre <input type="checkbox"/> Matte	<input type="checkbox"/> 3/16 <input type="checkbox"/> 1/2 <input type="checkbox"/> Foam Core <input type="checkbox"/> Black <input type="checkbox"/> Gator <input type="checkbox"/> White <input type="checkbox"/> 1/8 Sintra <input type="checkbox"/> Other _____
2				____ - ____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Photogloss <input type="checkbox"/> Canvas <input type="checkbox"/> Semigloss <input type="checkbox"/> Vinyl Banner <input type="checkbox"/> Polycarb <input type="checkbox"/> Adhesive Vinyl <input type="checkbox"/> Backlit	<input type="checkbox"/> UV 3 mil <input type="checkbox"/> UV 5 mil (gloss only) <input type="checkbox"/> 1 Side <input type="checkbox"/> Encapsulate (both sides) <input type="checkbox"/> Gloss <input type="checkbox"/> Lustre <input type="checkbox"/> Matte	<input type="checkbox"/> 3/16 <input type="checkbox"/> 1/2 <input type="checkbox"/> Foam Core <input type="checkbox"/> Black <input type="checkbox"/> Gator <input type="checkbox"/> White <input type="checkbox"/> 1/8 Sintra <input type="checkbox"/> Other _____
3				____ - ____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Photogloss <input type="checkbox"/> Canvas <input type="checkbox"/> Semigloss <input type="checkbox"/> Vinyl Banner <input type="checkbox"/> Polycarb <input type="checkbox"/> Adhesive Vinyl <input type="checkbox"/> Backlit	<input type="checkbox"/> UV 3 mil <input type="checkbox"/> UV 5 mil (gloss only) <input type="checkbox"/> 1 Side <input type="checkbox"/> Encapsulate (both sides) <input type="checkbox"/> Gloss <input type="checkbox"/> Lustre <input type="checkbox"/> Matte	<input type="checkbox"/> 3/16 <input type="checkbox"/> 1/2 <input type="checkbox"/> Foam Core <input type="checkbox"/> Black <input type="checkbox"/> Gator <input type="checkbox"/> White <input type="checkbox"/> 1/8 Sintra <input type="checkbox"/> Other _____
4				____ - ____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Photogloss <input type="checkbox"/> Canvas <input type="checkbox"/> Semigloss <input type="checkbox"/> Vinyl Banner <input type="checkbox"/> Polycarb <input type="checkbox"/> Adhesive Vinyl <input type="checkbox"/> Backlit	<input type="checkbox"/> UV 3 mil <input type="checkbox"/> UV 5 mil (gloss only) <input type="checkbox"/> 1 Side <input type="checkbox"/> Encapsulate (both sides) <input type="checkbox"/> Gloss <input type="checkbox"/> Lustre <input type="checkbox"/> Matte	<input type="checkbox"/> 3/16 <input type="checkbox"/> 1/2 <input type="checkbox"/> Foam Core <input type="checkbox"/> Black <input type="checkbox"/> Gator <input type="checkbox"/> White <input type="checkbox"/> 1/8 Sintra <input type="checkbox"/> Other _____
5				____ - ____ Total _____ <input type="checkbox"/> Print as Spreads	<input type="checkbox"/> Photogloss <input type="checkbox"/> Canvas <input type="checkbox"/> Semigloss <input type="checkbox"/> Vinyl Banner <input type="checkbox"/> Polycarb <input type="checkbox"/> Adhesive Vinyl <input type="checkbox"/> Backlit	<input type="checkbox"/> UV 3 mil <input type="checkbox"/> UV 5 mil (gloss only) <input type="checkbox"/> 1 Side <input type="checkbox"/> Encapsulate (both sides) <input type="checkbox"/> Gloss <input type="checkbox"/> Lustre <input type="checkbox"/> Matte	<input type="checkbox"/> 3/16 <input type="checkbox"/> 1/2 <input type="checkbox"/> Foam Core <input type="checkbox"/> Black <input type="checkbox"/> Gator <input type="checkbox"/> White <input type="checkbox"/> 1/8 Sintra <input type="checkbox"/> Other _____

**Other Materials Required**

- Velcro
- Easle Backs Size \_\_\_\_\_
- Grommets Qty. \_\_\_\_\_
- Magnetic Tape
- Special Trimming
- Taped Edges
- Center Mount
- Other \_\_\_\_\_

**For Headline Use Only**

Finish Count \_\_\_\_\_  
 Size \_\_\_\_\_  
 Quality Control by \_\_\_\_\_ / \_\_\_\_\_  
 Initials Date  
 Customer Brought In  
 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: \_\_\_\_\_