



15616 Ventura Blvd.
Encino, CA 91436
TEL (818) 783-0510
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(For office use only)

ONE ORDER FORM PER FILE

Quantity : _____ (OF SAME FILE)

- 25" Spring Back Display Banner - \$425 ea
- 35" Spring Back Display Banner - \$475 ea
- 31.5" Retractable Display Banner - \$499 ea.

File Delivery Information:

- I am mailing a disc with this order form.
- I am sending a file via www.YouSendIt.com
(use allprnt@aol.com for the recipient address)

Date: _____ Time: _____

Job Name: _____

All uploaded files must be accompanied by a fax of this order form to complete processing of the order.

File Type:

- MAC
- PC

Application:

- Quark
- Pagemaker
- Corel Draw
- Illustrator
- Photoshop
- Adobe Acrobat
- Microsoft Publisher 2000
- InDesign
- Microsoft Word

Shipping Information:

- Regular UPS (No Charge)
- 2nd Bus.Day UPS (2nd & Next Day Charges based on price of service)
- Next Bus.Day UPS

We ship all jobs reg UPS ground to the dealer at no charge. UPS 2 and 3 day select could be arranged for additional cost.*Note: UPS ground will take any where from 1-7 days depending on the destination nationwide.

ORDER CANCELLATION POLICY:

The Following charges will apply in the event of job cancellation.

- At the time of reviewing your PDF proof - **\$40.**
- After the job has gone to print - **FULL PRICE.**

SPECIAL INSTRUCTIONS

Do not send us your only copy of a file. We are not responsible for lost or corrupted discs or files.

DISPLAY BANNERS WITH STAND ORDER FORM

Co. Name: _____

Address: _____

City: _____

State: _____

Zip: _____

PHONE: _____

FAX: _____

Contact Person: _____

Ext: _____

Payment Method

- AMEX
- VISA
- Discover
- MC

CC #: _____

Exp. Date: _____ Billing Zip: _____

Print Name as appears on Card: _____

Authorized Signature: _____

Date: _____

I hereby Authorize All Printing Services, Inc. to Process my Payment on my Credit Card in Accordance with All Printing Services, Inc. terms and conditions.

IMPORTANT THINGS YOU NEED TO KNOW

PROOFING: To ensure quality and avoid mistakes, you will receive a PDF proof within 24hrs. for the purpose of proof reading and positioning of images and fonts. Please reply to email with your approval.

IMPORTANT NOTE: If a mistake is found at the time of the PDF proofing, your file will be returned to you for corrections or at customer request text/spelling only revisions can be made by All Printing Services, Inc. for \$45/hr.

SUPPORTED APPLICATIONS: PC & MAC versions for: Quark Express, Photoshop, Illustrator, Page Maker, Corel Draw, Microsoft Publisher 2000, Microsoft Word, InDesign, Hi Res PDF.

TIPS FOR SENDING A COMPLETED FILE: Please include all fonts with your digital files. Images, pictures, logos etc.(need to be in CMYK format) Heavily layered files or files created using special filters should be flattened and saved as TIFFS, EPS, or HI-RES PDF whenever possible.

SUPPORTED DIGITAL STORAGE DEVICES: CD, DVD, Zip (100 or 250)

RE-ORDERING: your files will stay in archive for 30 days from your last order.