

Customer Information

Company _____

Contact _____ PO # _____

Phone _____ Cell _____ Fax _____

Email _____

Job Description

New Order Repeat of Last Order Repeat of Last Order with Changes

Art Supplied YES / NO Have a Logo YES / NO Need Installed YES / NO Single / Double Sided

If Artwork is supplied, what program was used to create file: _____

Job Description _____

(Please specify if the sign is for indoors or outdoors)

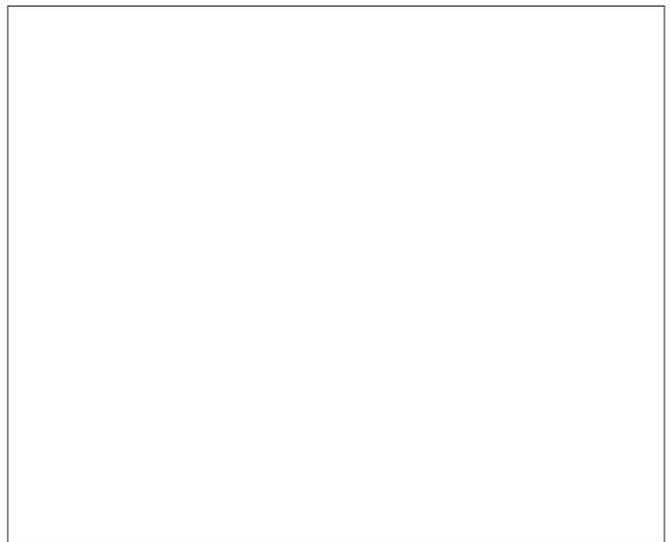
Quantity _____ Finished Size _____ w x _____ h

Material Description _____

Specify Color(s) Printed: one color: _____
 two colors: _____ (Color 1) _____ (Color 2)
 full color
 black ink only

Finishing / Binding Instructions

- Corners Rounded
- Hole(s) Drilled (how many _____)
- Grommets
- Laminated (one side / two sides)
- Packaged in _____ 's
- Back Slit
- Other _____



Have an image in mind? Please use the box provided to the right to draw your image.

SPECIAL DIRECTIONS _____