



press digital Printing Order Form

Billing information ☐ C.O.D. ☐ Bill to existing Mpress account

PO Number: _____

Resale: ☐ No ☐ Yes - (resale card must be on file with Mpress)

Business Name: _____

Contact: _____

Address: _____ City: _____ CA: _____ Zip: _____

Telephone #: _____ Email: _____

Shipping Information ☐ Same as Bill To information:

Business Name: _____

Contact: _____

Ship To Address: _____ City: _____ CA: _____ Zip: _____

Telephone #: _____

Shipping Service Information ☐ No shipping - Customer pick up☐ UPS ☐ FedEx ☐ Other: _____☐ Ground ☐ Priority Overnight ☐ Standard Overnight ☐ Other _____**Printing Specifications**

Job Name: _____ Description: _____

Files sent via: ☐ E-Mail ☐ FTP ☐ MAIL/COURIER ☐ LOCAL DROP OFF

Due Date: _____ (ready to ship from Mpress by this day):

1 Flat size unfolded dimensions: ☐ 4x6 ☐ 8.5x11 ☐ 11x17 ☐ Other: _____2 Finished size after folding, if any: ☐ 8.5x11 ☐ 11x17 ☐ Other: _____

3 Quantity: _____

4 Color configuration: ☐ 4/0 ☐ 4/1 ☐ 4/45 Paper: ☐ 100#-Gloss-Book* ☐ 80#-Gloss-Book*☐ 100#-Gloss-Cover* ☐ 80#-Gloss-Cover* ☐ 12pt. C2S ☐ Other: _____* book and cover stocks listed above are #1 grade "House stocks" and subject to change with availability

6 Other Printing/Finishing instructions (varnish, scoring, folding, perfin etc...) _____

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