



Print Order Form

Please email this form completed to your CSR.

It is important that we have this information so that we may process your job correctly.

Product Description / Specifications

Company Name: _____ Publication Title: _____

Frequency: _____ Format: Broadsheet Tabloid

Press Delivered Product Trimmed Product MiniTab Digest

Flat 1/4 Folded Final size: _____ Other: _____

Schedule / Proofs

Files upload to Evergreen on: _____ Mail list upload to Evergreen on: _____

Proofs required: Hard copy Online None

(Please supply your CSR with an address for the hard copy proof or email addresses and names for everyone viewing the online proofs. Also please appoint one or two people to have approval rights for online approval)

Paper / Page Count / Color Break

Number of pages: _____ (cover) _____ (text) Stock: _____ (cover) _____ (text)

List page numbers printing in process color: _____

List page numbers printing in spot color: _____

Post Press / Mailing instructions

Specify quantities:

Non-Mailed: _____ Deliver to: _____

Mailed: _____ Deliver to: _____

House Copies: _____ Deliver to: _____

Customer Total: _____ Deliver to: _____

Special Shipments: _____ (FedEx) _____ (UPS)

Please let your CSR know the indicia information that will be used for mailing. Indicate whether the indicia will print on the publication or image on to the publication with the addresses. Also please indicate if this will be on the cover or back cover.

Inserts

Inserts required: _____

(please indicate insert placement and date insert will be arriving at Evergreen)

Shipping

Indicate how copies should be prepared for shipping:

Strap in bundles of _____ and pack on skids Free standing in gaylords

Box in amounts of _____ Other: _____

Contact Information

Primary contact: _____ Work #: _____ Home #: _____

Cell#: _____ email address: _____ Fax #: _____

Secondary contact: _____ Work #: _____ Home #: _____

Cell#: _____ email address: _____ Fax #: _____