Print Order Form

Please email this completed form to customerservice@egpp.com

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name |  | | | | | | | | Order date: | | |
| Job Name |  | | | | | | | | Issue Date: | | |
| Primary Contact |  | | | | | | Phone: | | | Email: | |
| Secondary Contact |  | | | | | | Phone: | | | Email: | |
| Files Upload | Date: | | | | | | Time: | | | | |
| Cover Files Upload | Date: | | | | | | Time: | | | | |
| Mail Files Upload | Date: | | | | | | Time: | | | | |
| Proofing | In-site None Hard Copy address: | | | | | | | | | | |
| Format | Broadsheet Tabloid Mini Tab Digest  Other list: | | | | | | | | | | |
| Fold | Flat 1/4 Fold Double Parallel (Digest) | | | | | | | | | | |
| Final Size | ” X ” | | | | | | | | | | |
| Cover Page Count |  | | | Cover Stock | | | |  | | | |
| Text Page Count |  | | | Text Stock | | | |  | | | |
| Process Color Pages | *List pgs by pg #:* | | | | | | | | | | |
| PMS Color Pages | *List pgs by pg #:* | | | | | | | | | | |
| Non-Mail Quantity |  | | **Truck**  **Fed Ex**  **Pickup** | | | Address: | | | | | Due  Date: |
| Mail Quantity |  | | **Truck**  **Pickup** | | | Address: | | | | | Due  Date: |
| House Copies |  | | **Truck**  **Fed Ex**  **Pickup** | | | Address: | | | | | Due  Date: |
| Total Copies |  | |  | | | Address: | | | | | Due  Date: |
| Finishing *Check all that apply* | Saddle Stitch Perfect Bind Inserting  Mailing Polybag Sticky Note | | | | | | | | | | |
| Packaging *provide qty if req* | Loose Bundles in       Strap Bundles in       Carton in | | | | | | | | | | |
| **Inserts *(list zoned inserts on separate sheet)*** | | **Quantity** | | | Special Instructions | | | | | | |
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