

Poster Paper Order Form

Fax to: 303-532-2384



120 Ninth Avenue, Longmont, CO 80501 (303) 532-2370

Email: orders@circlegraphicsonline.com

Customer Info:

Company _____

Address _____

City/State/Zip _____

Name _____

Work # _____ Cell # _____

Email _____

Customer's Order Ref. # _____
(optional field = PO#, CAP#, etc.)

Art Contact:

Name _____

Work # _____ Cell # _____

Email _____

Art #	Poster Type	Quantity	Advertiser	Design	Cap# (if Applicable)	Required Receipt Date*
1	30-Sheet		UNICEF	TSUNAMI RELIEF		/ /
2						/ /
3						/ /
4						/ /
5						/ /
6						/ /

***Turnaround Guidelines:** If we receive your order form AND your art upload today by 2 pm (mountain), we will be able to ship your order within 3 business days. Please enter your receipt date in accordance with this guideline and factoring in your ship method below. Of course, feel free to call our customer service department if you require special consideration on a rush order turnaround, and we will accommodate if possible.

Please indicate the quantity of each art # (above) for each shipping destination.						#1 Qty	#2 Qty	#3 Qty	#4 Qty	#5 Qty	#6 Qty
Ship to Address #1	Attn:										
	City		State		Zip						
Ship to Address #2	Attn:										
	City		State		Zip						
Ship to Address #3	Attn:										
	City		State		Zip						
Ship to Address #4	Attn:										
	City		State		Zip						

Artwork has been sent by:

Disk (Circle Graphics • Attn: Prepress • 120 Ninth Avenue • Longmont, CO 80501)

FTP site (go to www.CircleGraphicsOnline.com and click "UPLOAD")

(We have artwork already)

Proof Information:

No proof necessary

Email a PDF to _____ (email address)

Overnight a color correct copy (\$10 shipping will apply) to:

Company _____ Name _____

Address _____ City _____ State _____ Zip _____

Shipping Method: Ground 2 Day Air Next Day Air

Special Notes (e.g., REORDER #s):

Special price of \$26 per poster plus \$3.50 for shipping. Posters to ship 1 day after order placed.