

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.