

BOTTOMLINE INK

Print Job Request

Ordered By: _____

Order Date: _____

Contact Phone: _____

Contact Email: _____

PO/Reference: _____

Project Name: _____

Target Date: _____

Quantity: _____

Art Source: _____ *(email, disk, hard copy, etc.)*

Format: _____ *(postcard, flyer, brochure, etc.)*

Size flat: _____

Size folded: _____

Paper Specs: _____

Paper Specs: _____ *(for cover if applicable)*

Finishing: _____ *(drilling, scoring, etc.)*

Finishing: _____

Binding: _____

Packaging: _____ *(shrink wrap, bulk pack, etc.)*

Deliver to: _____

Notes:

Fax to 419.897.0966 (800.701.1116)