

EMAIL PRINT ORDER REQUEST



Stirling printsolutions

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STAND OUT

Our easy-to-use Email Order Request is a simple and easy method of getting your print job into production. Please provide the details about your order in the text fields below. Save your order and attach it to an email and send it to us:

(Items marked as * are required Dept ID and PO# where required by client)

Customer Information PO#/Name: * Dept ID: Date: *

COMPANY: *

ADDRESS:

CITY: * STREET: * SUITE/UNIT:

POSTAL CODE: PROVINCE:

CONTACT:

NAME: * EMAIL: *

PHONE: * EXT: FAX:

Order Information New Project Revisions to an Existing Project Previous Order # or Docket #

(Please tell us below as much as you can about this job including ink colors, paper specifics, finished size, folding or other finishing.)

PROJECT TITLE: *

DATE OF ORDER: * FINAL DELIVERY DUE: *

SIZE: Flat: * Finished Folded Size:

QUANTITY: # of numbered pages: # of sheets of paper: # of copies: *

COLOURS: # of colours: * Spot: Process / CMYK:

Pantone #'s:

Printed: Single Sided Double Sided Combination

Stock Type: Bond Glossy Card NCR

BINDERY: # of Folds: # of Scores: # of Perfs: Drill:

Stitching: Saddle Corner Side

Cerlox: Laminating/Mounting:

Coil Binding: Other:

ART TO BE SUPPLIED:

Platform: PC Mac

Disks: CD/DVD PDF FTP USB DRIVE HAVE FILES PICKED UP BY SPS

Files Names:

ART REQUIRED: Design or Concepts Required Artwork Required Proof Required

Design Needed:

SHIPPING INSTRUCTIONS:

SPECIAL INSTRUCTIONS: