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 |
|       |       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |