

GreenCross, Inc.

Graphics Print Production Order

Customer Information

Name of person placing order: _____
 Company: _____
 Phone #: _____
 Fax #: _____
 e-mail: _____
 Billing Address: _____

 City, State, ZIP code: _____

Job Information

Order/Job#: _____
 Client Name: _____
 Promotion Identifier: _____
 In Home Date: ____/____/____
 Date Due In Production: ____/____/____
 Card Size:
 Small DAL/Insert - 7.5x3.667 Medium DAL/Insert - 8.5x4.167
 Large DAL - 8.5x5 Large Solo/Insert - 8.5x5.5
 Mail Return Card - 5.667x11 Mail Flyer - 8.5x11
 Mail Flyer Xtra- 8.5x12.5 Other _____
 Paper: 75# (Reply Card) 60# Other
 Ink Colors; Front: CMYK Other _____
 Back: Black Other _____

Special Information

Fold: 1/2 1/3 1/4 Other _____

Special Instructions

- Exact Reprint
- Separate into designated quantities for distribution.

Qty: _____ For: _____
 Qty: _____ For: _____
 Qty: _____ For: _____
 Qty: _____ For: _____
 Qty: _____ For: _____

- Separate into designated quantities for Shipping.

Qty: _____	Qty: _____
Ship To: _____	Ship To: _____
_____	_____
_____	_____
_____	_____
Qty: _____	Qty: _____
Ship To: _____	Ship To: _____
_____	_____
_____	_____
_____	_____
Qty: _____	Qty: _____
Ship To: _____	Ship To: _____
_____	_____
_____	_____
_____	_____

GreenCross, Inc. - Office Use Only

In: _____ Out: _____
 ID# _____