



MARKETING • PRINT • MAIL

Fax to: 352-371-6597

Email to: orders@allegragainesville.com

For questions or request a pick-up call 352-373-7547

**CLIENT INFORMATION**

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested Needed By Date:  Standard (2-3days)  Deadline Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_ Department: \_\_\_\_\_

School: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address (with room #): \_\_\_\_\_

School Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**SPECIFICATIONS**

Choose One:  New Job  Reprint Exact - Re-Order #: \_\_\_\_\_

Reprint With Changes - Re-Order #: \_\_\_\_\_

Choose One:  Artwork Provided  Design/Typeset Needed  Other: \_\_\_\_\_

Project Description: \_\_\_\_\_

Finished Quantity: \_\_\_\_\_ Finished Size: \_\_\_\_\_ Flat Size (if job folds): \_\_\_\_\_

#of Originals/Pages: \_\_\_\_\_ Print:  One-Sided  Two Sided  As Provided

Paper Weight: Paper Type/Finish: \_\_\_\_\_ Paper Color: \_\_\_\_\_

Ink Colors:  Black  Full Color  One Color  Two Color  Other:

**BINDING & FINISHING**

Choose all that apply and list information as to how you would like us to complete:

Bind: \_\_\_\_\_  Drill: \_\_\_\_\_  Fold: \_\_\_\_\_

Laminate: \_\_\_\_\_  Number: \_\_\_\_\_  Pad: \_\_\_\_\_

Perforate: \_\_\_\_\_  Score: \_\_\_\_\_  Shrinkwrap: \_\_\_\_\_

Staple: \_\_\_\_\_  Other: \_\_\_\_\_

**PROOFING**

Choose one of the following:

PDF Proof (standard) emailed to: \_\_\_\_\_  No Proof Needed:

Fax Proof? Fax Proof to (Person's Name & Fax Number): \_\_\_\_\_

Physical Proof (additional charges may apply) deliver to: \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

**BILLING INFORMATION**

Choose one of the following:

P-Card on File - last 4 digits: \_\_\_\_\_  E-mail P-Card Authorization Form to: \_\_\_\_\_

Invoice e-mailed to: \_\_\_\_\_

Other: \_\_\_\_\_

**DELIVERY INSTRUCTIONS**

Choose one of the following:

Warehouse  School Location (No Additional Fees): \_\_\_\_\_

Other: \_\_\_\_\_