

PRINTING CONTRACT ORDER FORM

PAMPHLET\$ & BOOKLET\$ LARGER THAN 6" X 9"

Contract No.: _____

Agency's Order No.: _____

Delivery Address:

Billing Address:

(Agency)

(Agency)

(Mailing address)

(Mailing address)

(City/State/Zip Code)

(City/State/Zip Code)

(Delivery contact person)

(Accounts Payable Contact)

Name/Description of Publication: _____

Quantity: _____ Exact Reprint? _____ Delivery desired: _____

Specifications:

Trim Size of Book (page size): _____ No. of Pages: _____

Paper for Cover: _____ Paper for Text: _____

Ink Colors – Cover: _____ Ink Colors – Text: _____

Materials provided: _____

Binding: _____

Additional information/instructions: _____

Agency contact for questions: _____

Phone: _____ Fax: _____ Email: _____

Approving Authority:

Print Name

Signature

Date