

Order Form # **F**

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**ALL SHADED AREAS MUST BE COMPLETED IN ORDER TO START PRODUCTION**

1	Date / /	2	Account#
3		4	
STUDIO NAME		Studio Reference# (your customer name or #)	
Contact		5	
Address		STUDIO SAMPLE 50% Discount	
City State Zip		6	
Tel Fax		2 WEEK RUSH 50% Extra	
E-mail		8	
7		CREDIT CARD AUTHORIZATION	
SHIPPING INSTRUCTIONS:		Name on Card	
Ship when ready Pick-up		Acct. # - - - Exp. Date / /	
Hold, & ship w/ order form #'s: # # #		Signature	
Drop Ship (Indicate address in special instructions)			

9 SPECIAL INSTRUCTIONS

Inkjet Print #'s  Artwork on Print #'s  Metallic Prints  Tip Ins

**COMPLETE EITHER ITEM #10 OR ITEM #11**

10 FLUSH ALBUM (Round Corners)		11 HINGELESS FLUSH BOOK (Sq. Corners)	
ALBUM SIZE LAST PRINT #		ALBUM SIZE LAST PRINT #	
<input type="checkbox"/> Vertically Bound (default) <input type="checkbox"/> Horizontally Bound		<input type="checkbox"/> Vertically Bound (default) <input type="checkbox"/> Horizontally Bound	
QTY OF PANORAMAS Side #s		QTY OF PANORAMAS Side #s	
<input type="checkbox"/> Full Panoramas (default) <input type="checkbox"/> Split Panoramas		(All Panorama Prints Will be split)	
GILDING <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Ungilded		GILDING <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Ungilded	
HINGE TAPE COLOR <input type="checkbox"/> Black (default) <input type="checkbox"/> White <input type="checkbox"/> Grey			

12 LINING OPTIONS	13 BLACK MATTING For 10x10 or 10x12 Flush Albums Only (Not Available on Hingeless Books)	LINER COLOR	Frame Color	Photo
<input type="checkbox"/> Moire' (default) <input type="checkbox"/> Rice Paper <input type="checkbox"/> Cork	# of 1-ups Circle _____ # of 2-ups Oval _____ # of 3-ups Octagon _____ # of 4-ups _____ <small>(Please write specialty shape desired on back center of prints)</small>			

14 ALBUM COVER	15 INVITATION PAGE
Cover Color	<input type="checkbox"/> Single side (Invitation on side 1, first photo on side 2) <input type="checkbox"/> Classic to Mount
<input type="checkbox"/> Standard Leather <input type="checkbox"/> Top Grain	<input type="checkbox"/> Double side (Invitation on side 1, blank side 2, first photo on side 3) <input type="checkbox"/> Customer to Mount
<input type="checkbox"/> Napa <input type="checkbox"/> Distressed <input type="checkbox"/> Book Cloth	

<input type="checkbox"/> TWO TONE LEATHER <input type="checkbox"/> FRONT PANEL CANVAS	<input type="checkbox"/> COVERAMA	<input type="checkbox"/> BEVELED LUCITE COVER	Not available on Hingeless Books
Front / Back Color	<input type="checkbox"/> Panoramic	<input type="checkbox"/> METALLIC IMAGE COVER (Includes Metallic Print)	<input type="checkbox"/> CAMEO VERTICAL
Spine Color (Top Grain Only)	<input type="checkbox"/> Mirror Image		<input type="checkbox"/> CAMEO HORIZONTAL
			<input type="checkbox"/> Classic to Insert Photo
			<input type="checkbox"/> Customer to Insert Photo

<input type="checkbox"/> INSET COVER (Default) <input type="checkbox"/> RAISED INSET COVER	<input type="checkbox"/> 4x4 <input type="checkbox"/> 4x5 vert. <input type="checkbox"/> 4x5 horiz.
<input type="checkbox"/> Classic to Insert Photo <input type="checkbox"/> Customer to Insert Photo	<input type="checkbox"/> 5x5 <input type="checkbox"/> 4x6 vert. <input type="checkbox"/> 4x6 horiz.
<input type="checkbox"/> Original Photo Supplied (Default) <input type="checkbox"/> Canvas Photo	<input type="checkbox"/> 8x8 <input type="checkbox"/> 5x7 vert. <input type="checkbox"/> 5x7 horiz.
<input type="checkbox"/> Color <input type="checkbox"/> Sepia <input type="checkbox"/> B&W	<input type="checkbox"/> Multiple Inset Cover (Please provide layout description & diagram)

COVER IMPRINTING	<input type="checkbox"/> MONOGRAM	PRINTING TYPE	PRINTING COLOR
Border Design # <input type="checkbox"/> No Design	Center Spine Lower Right	<input type="checkbox"/> Script (default) <input type="checkbox"/> Italic	<input type="checkbox"/> Gold <input type="checkbox"/> Silver
Title Design# <input type="checkbox"/> No Title		<input type="checkbox"/> Old English <input type="checkbox"/> Hebrew	<input type="checkbox"/> Black <input type="checkbox"/> Branded (Italic only)

CUSTOM TITLE IMPRINTING (Centered unless otherwise specified)	NAMES/DATE (Lower right unless otherwise specified)
_____	_____
_____	_____
_____	_____

16 <input type="checkbox"/> STUDIO NAME IMPRINTING (Inside Front Cover)	<input type="checkbox"/> SPINE IMPRINTING
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17 OPTIONS  Plastic Book Jacket  Cloth Album Sack  Slipcase (check one)  Single  Double  Triple

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ # of Orders Received \_\_\_\_\_ Amount of Payment \_\_\_\_\_ Check # \_\_\_\_\_

Panoramas \_\_\_\_\_ Invitation \_\_\_\_\_ Coverama Photo \_\_\_\_\_ Inset Photo \_\_\_\_\_ Cameo Photo \_\_\_\_\_

CLD \_\_\_\_\_ TU \_\_\_\_\_ SS \_\_\_\_\_ FI \_\_\_\_\_