

# Special Print/ Copy Order Form

Today's Date: \_\_\_\_\_

Pick Up Date: \_\_\_\_\_

**CUSTOMER INFORMATION**

Customer Name: \_\_\_\_\_

Customer Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Email for Proof: \_\_\_\_\_

Email for Invoice: \_\_\_\_\_

**Document(s) for Printing**

*Please Check One*

**Document is setup and ready to print in PDF**    
  **I have only provided artwork\***    
  **I need artwork created\*\***

Document Location:     Provided USB     EMAIL     OTHER:

Document must be in PDF or AI format

\* There will be a fee if Elite Graphics needs to alter your provided artwork in anyway

\*\*Artwork creation will be an additional cost starting at **\$25/ Hour** (1 hour minimum)

Quantity	Paper Type	Size of Document	Orientation	Double Side?
				YES    NO
				YES    NO
				YES    NO

Sketch/ Notes: