



# Print Order Form

Date of order: \_\_\_\_\_

Ordered by: \_\_\_\_\_

Name \_\_\_\_\_

Billing Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone # 1 \_\_\_\_\_

Phone # 2 \_\_\_\_\_

Email \_\_\_\_\_

Ship to: (if different from billing or gift)

Name \_\_\_\_\_

Shipping Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

<b>Method of Payment:</b> (circle one)	Cash	Check # _____	Date Paid _____
Visa	Mastercard	Credit Card # _____ - _____ - _____	Expiration _____ - _____
Date Processed _____	Date Posted _____	Approval # _____	

Quan.	Image Number	Print Size <small>(Approximate)</small>	Finished Size <small>(Exact Outside Mat Size)</small>	Matted	Framed	Price	Frame Style/Notes
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
Special Instructions:				Subtotal			
				Sales Tax			Local 4.75% _____ State 2.9% _____ Out of State _____
				Shipping			15% of order total \$ 15.00 minimum
				Order Total			

Most orders are shipped within 2-3 weeks of receiving your order-If we anticipate any delay, we will contact you.

This area for office use only:

Print(s) Completed     Matting Completed     Framing Completed     Entered in Database

\_\_\_\_\_ Date Order Shipped    Shipped Via \_\_\_\_\_    Del. # \_\_\_\_\_