

## ORDER FORM

### STEP 1 CUSTOMER INFORMATION

COMPANY:

CONTACT:

ADDRESS 1:

ADDRESS 2:

PHONE:

FAX:

EMAIL:

DATE:  Date Entry Example: 01/22/2011

### STEP 2 ARTWORK SUPPLIED VIA

E-mailed To:

Uploaded through Select Imaging Website

Delivered to Select Imaging on CD-ROM or Flash Drive

### STEP 3 JOB INFORMATION

<b>ITEM:</b> Postcards      Door Hangers Flyers          Moved Cards Business Cards      Brochures Newsletters      Letterhead Notepads          Envelopes Posters              Other	<b>QUANTITY:</b> <input type="text"/>	<b>PAPER COLOR:</b> White      Pastel      Bright	<b>PRINTING SIDE ONE:</b> Black & White      Full Color
	<b>SPECIAL INSTRUCTIONS:</b> <input type="text"/>	<b>PAPER TYPE:</b> Laser      Gloss      Cardstock	<b>PRINTING SIDE TWO (if needed):</b> Black & White      Full Color
	<b>SIZE:</b> 4.25x5.5      5.5x8.5      8.5x11 8.5x14      11x17      Other	<b>ADDITIONAL PAPER COATING:</b> UV      AQ      None Paper Coated Two Sides Paper Coated One Side Only	
<b>DELIVERY:</b> Call when ready      Deliver via Select Imaging      Ship via UPS      Select Imaging Mailing Services			

### STEP 4 MAILING SERVICES

<b>ITEM:</b> Mail Merge Delete Duplicates InkJet Addressing Wafer Seal Tabbing Envelope Stuffing Delivery to Post Office	<b>DATABASE:</b> E-mailed To: <input type="text"/> Need to Purchase a List from Select Imaging Delivered to Select Imaging on CD-ROM or Flash Drive <b>FILE NAME(S):</b> <input type="text"/> <input type="text"/>	<b>RATE:</b> Bulk Rate First Class <b>MAILING TYPE:</b> Permit Live Stamp Other	<b>PERMIT:</b> Select Imaging Permit Number Customer Permit Number: <b>CITY:</b> <input type="text"/> <b>PERMIT NUMBER:</b> <input type="text"/>
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### STEP 5 CREDIT CARD AUTHORIZATION

<b>NAME ON CARD</b> (Exactly as it appears on card): <input type="text"/> <b>CARD NUMBER:</b> <input type="text"/> <b>CARD BILLING ADDRESS:</b> <input type="text"/> <b>CITY:</b> <input type="text"/> <b>STATE:</b> <input type="text"/> <b>ZIP:</b> <input type="text"/>	<b>CARD TYPE:</b> Master Card      VISA      3 DIGIT CODE: <input type="text"/> OR American Express      4 DIGIT CODE: <input type="text"/> <b>CARD EXPIRATION DATE:</b> <input type="text"/> Date Entry Example: 06/11	<b>KEEP THIS CARD ON FILE:</b> Yes No
<b>AUTHORIZATION:</b> I understand that by entering my initials, I am authorizing Select Imaging to bill my credit card for any charges incurred by me. Enter Your Initials (up to 3 letters): <input type="text"/>		<b>DATE:</b> <input type="text"/> Date Entry Example: 01/22/2011

SAVE AND EMAIL COMPLETED FORM TO:  
 print@selectimaging.com