

Alco Printing Order Form

Company & Billing Information:

Company:
Your Name:
Address:
City:
State: **Zip:**
Phone:
Phone 2:
Fax:
Email:

Ship to : Same as Billing

Co./Name:
Address:
City:
State: Zip:
Phone:

Ship via: Will Call Truck
 Use my acct. UPS FedEx
Acct#:
 Ground Nextday Other

Job Description:

Job Name:
Reference:
Job Contact:
Quantity:

Size:
Pages:
Stock:
Colors/Sides:

Bindery Score Perforation Emboss/Foil Stamp
Folding Die Cut Numbering Other

Software*:

File Name:
 InDesign Quark Xpress
 Illustrator Adobe PDF
 Other

Proof:

Digital Proof Match Print
 Other
 Folding Sample (required for folding)

*To ensure quality, please follow our [Digital File Guidelines](#).

Payment:

All orders are payable in full before pickup time, unless you have established credit with us. Deposit may be required on large orders and for new clients.

Check Credit Card (complete a [CC Authorization Form](#))
 Account P.O.# Resale Order (complete a [Reseller Form](#))

Special Instructions:

Please fax us the completed form: 818-240-1416.

Call us if you need assistance with your order: 818-240-1412.