



International Graphics Commercial Order Form

505 Douro St. • Stratford, Ontario N5A 3S9 • Phone 1-800-563-1212 • Fax 1-800-268-3442

• **ORDERS AND ART** artwork@internationalgraphics.ca

• **CUSTOMER SERVICE** customerservice@internationalgraphics.ca

• **QUOTES** quotes@internationalgraphics.ca

****PLEASE USE A SEPARATE ORDER FORM FOR EACH DIFFERENT ITEM.****

Date Ordered _____

PO # _____ Promo Code: _____

Account # _____

Company Name _____

Contact Name _____

☐ EXACT REPRINT (ATTACH SAMPLE) ☐ NEW ORDER

☐ RE-ORDER WITH CHANGES (ATTACH SAMPLE)

PREVIOUS ORDER # _____

QUOTE NO. _____

If reordering with changes and you do not provide new artwork, please note that there will be additional art charges.

☐ Order requires typesetting (Extra charges will apply)

☐ Order requires scanning (Extra charges will apply)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Sales Sheets | <input type="checkbox"/> Placemats | <input type="checkbox"/> Digital Posters |
| <input type="checkbox"/> Envelopes | <input type="checkbox"/> Posters | <input type="checkbox"/> Tickets | <input type="checkbox"/> Announcements |
| <input type="checkbox"/> Letterhead | <input type="checkbox"/> Single Fold Brochures | <input type="checkbox"/> Door Hangers | <input type="checkbox"/> Note Pads |
| <input type="checkbox"/> Magnetic Cards | <input type="checkbox"/> Trifold Brochures | <input type="checkbox"/> Table Tents | <input type="checkbox"/> Carbonless Forms |
| <input type="checkbox"/> Rack Cards | <input type="checkbox"/> 4 Panel Brochures | <input type="checkbox"/> Wide Format Banners | <input type="checkbox"/> Occasion Cards (enter verse & font below in sample section) |
| <input type="checkbox"/> Postcards | <input type="checkbox"/> Small Booklets | <input type="checkbox"/> Retractable Banner Stand | <input type="checkbox"/> _____ |

Quantity	Item Number	Stock	Size	Proof Requested:
				<input type="checkbox"/> Yes <input type="checkbox"/> No (1st proof free, additional proofs \$8 each)

☐ Flat Print (Offset) ☐ Raised Print ☐ 4 Colour Digital (flat only)

☐ 1 Sided ☐ 2 Sided

Bleed: ☐ Left ☐ Top ☐ Right ☐ Bottom

Front - Ink Colour(s) _____
☐ Raised ☐ Flat

Back - Ink Colour(s) _____
☐ Raised ☐ Flat

Foil Colour _____

☐ Die to be made by IG **OR** ☐ Die supplied

Date sent _____ ☐ By courier ☐ Canada Post

#ing position: _____

Start at #: _____ ☐ Red ink ☐ Black ink

NCR FORMS:

☐ 2 Part ☐ 3 Part ☐ 4 Part ☐ 2 Sided

GLUE:

☐ Left ☐ Top ☐ Right ☐ Bottom

PERF REQUIRED: ☐ YES ☐ NO

Location and # of perfs - Horizontal from top _____

Location and # of perfs - Vertical from left _____

DRILLED HOLES: ☐ YES ☐ NO

☐ Left ☐ Top ☐ Right ☐ Bottom

Size of hole: _____ # of holes: _____ Distance from edge: _____

For jobs requiring typesetting, please attach a scan of the item, and in your email, supply us with any images, fonts and colours. Return address information on envelopes will be set at our standard 3/8" x 3/8" from the left top corner unless specified.

☐ **DROP SHIP TO YOUR CUSTOMER** (additional \$5.00 - Invoice will not be sent to your customer)

Attn: _____ Company Name: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____