

SALES ORDER FORM



JOY OF PRINTING

68 Sunrise Mountain Road • Cazadero CA 95421
TEL (707) 632-6323 • FAX (707) 632-9144 • info@joyofprinting.com

JOB NO. \_\_\_\_\_

SALES PERSON
Referred By

CHECK PROPER BOX
New Order Reprint
Reprint Job No.
Copy Change: Yes No

SHIP VIA
UPS Best Way
FedEx Air Freight
Other

DATE OF ORDER
DATE DUE
Order Accepted by

CUSTOMER INFORMATION

CLIENT NAME
CONTACT PERSON
ADDRESS
CITY STATE ZIP
PHONE
FAX
E-MAIL

JOB INFORMATION

Blank lines for job information

SUPPLIED MATERIAL

Blank lines for supplied material

PRINTING INFORMATION

Quantity
Color
Single Sheets
Catalog (Pages)
Post Cards
Stock: Cover Text
Flat Size
Folded Size & Type Fold
Extra Copy
Design Work
Color Type or Bkgd.
Silhouette
Add Seps
Color Proofs
Plate Change
Drilling
Other

TOTAL
CA Tax
Sub Total
Deposit

GRAND TOTAL

Signature
Firm Name

PLEASE SIGN & FAX BACK TO:
707-632-9144

MAKE BACK-UP COPIES OF ANY DISCS YOU SUPPLY
AS WE CANNOT GUARANTEE RETURN OF ORIGINALS.

As is customary in the printing industry, over runs and under runs will not exceed 10% of the quantity ordered. The cost or credit to you of these over runs or under runs will be \_\_\_\_\_ per unit.

All shipments are F.O.B. Printing Plant.

This is a pleasing color job. Exact color hue and shade are not guaranteed.