



3370 N. San Fernando Rd.. #107 Los Angeles, CA 90065
Tel: 323.256.7009 Fax: 323.256.7027 web: www.ivgd.com

CUSTOMER INFORMATION

Company Name: _____
Contact: _____
Address: _____
City, State, Zip: _____
Tel: _____ Fax: _____
Email Address: _____

DISK AND PROOFING REQUIREMENTS

SOFTWARE InDesign Illustrator Photoshop Other

File Name: _____

SHIPPING

CHOOSE UPS FedEx Pick Up
 Ground 3 Day Select

JOB DESCRIPTION

1. Qty: _____ Size: _____ # of pages: _____ Stock: _____ Color / Sides: _____ Bindery: _____ PDF Proof: _____
Description: _____ No UV UV Front UV Back

2. Qty: _____ Size: _____ # of pages: _____ Stock: _____ Color / Sides: _____ Bindery: _____ PDF Proof: _____
Description: _____ No UV UV Front UV Back

3. Qty: _____ Size: _____ # of pages: _____ Stock: _____ Color / Sides: _____ Bindery: _____ PDF Proof: _____
Description: _____ No UV UV Front UV Back

PAYMENT METHOD- TERMS: Full payment with order

Money Order Cash

Name as it appears on card: _____ Name of business: _____
Billing Address: _____
Credit Card Number: _____ 3 digit security code: _____ Expiration Date: _____
Price: \$ _____ Shipping: \$ _____ Total: \$ _____
Signature: _____ Date: _____

DELIVERY RECEIPT-Company Name(For Messenger Assigned For Pick Up)

Ship Via: _____ Sold to: _____ Date: _____ Qty: _____
PO #: _____ Invoice #: _____ Description: _____
Signature: _____ Date: _____ Phone #: _____
Please Print Name: _____ Cartons _____ Order Complete _____

ORDER FORM

Customer#: _____ New Customer **CHECKLIST**

Please check all appropriate boxes. Jobs cannot be processed without this form.

SHIPPING INFORMATION

Same as Billing
Ship to: _____
Address: _____
City, State, Zip: _____
Tel: _____
Attention: _____

CUSTOMER PROVIDED PROOFS On Disk Upload to FTP

Account#: _____
 2 Day AM / PM Next Day AM / PM

Claims for defect, damages, or shortage must be made by the customer in writing no later than 10 calendar days after delivery. If no such claim is made, International Graphix and the customer will understand that the job has been accepted satisfactorily. By accepting the job, the customer acknowledges that International Graphix has satisfied all requirements and specifications. If there is a claim, International Graphix liability will be limited to the quoted selling price of defective goods without additional liability for special or consequential damage.