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Chicago, IL 60651

P: 773.248.0800
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rohnerletterpress.com

To ensure accuracy and promptness in your order, please complete this entire form.

Customer Information

name _____
company _____
address _____
phone (day) _____
phone (eve) _____
best hours to reach you: _____

Billing Information

same as above

name _____
company _____
address _____
credit card # _____
expiration date _____
CVC code _____

Delivery Information

same as above

name _____
company _____
address _____
phone _____
 hold for pick up
 messenger 8am-5pm
 FedEx Priority Overnight
 FedEx Standard Overnight
 FedEx 2-Day
 FedEx Ground
 other _____

Additional Instructions

Unless noted, film at 150 lpi, at 100% scaling with crops only if live print area allows.

Type Of Service

Verbal Confirmation Required for Rush Service

normal next day +25% ship same day (files must be received by noon) +50%

date/time required _____

Customer Checklist : Please review your order form for the following

- date/time required
- file names to be output
- all imported artwork
- PDF proofs
- necessary fonts

Media Provided / Electronic Transfer

All data furnished should be a duplicate of the original; don't send your only copy.

CD EMAIL FTP** date: _____ time: _____

**FTP upload instructions: From www.rohnerletterpress.com, click client login tab, then click send a file. Follow instruction form. All Macintosh email jobs must be binhex encoded.

Font Information

List all typefaces
All non-outlined fonts must be submitted with job.

Software Information

List all software and version numbers.
All imported artwork should be provided.

- Macintosh Windows
- Adobe InDesign _____
- Adobe Illustrator _____
- Adobe Photoshop _____
- PDF _____
- QuarkXPress _____
- Other _____

Job Information

file names/special instructions

Pricing

Size	Price
up to 400*	.65¢ (*\$30 minimum)
400 to 800	.60¢

Film length must be less than 24" long.

Plate technical information

Plates are steel-backed, .020 thick and must be cut with metal shears or tin snips. Plates can be trimmed at no additional cost by Rohner Letterpress if a cutting diagram is provided.

Overall plate height is .058 and works best with magnetic bases. You may need to increase your base height to achieve .918 type high. This can be done by putting paper under your base.

Terms

Normal service ships in 2 business days.

Files must be received before noon to count as same day.

Credit card information must be received before production can start.

Rohner Internal Use Only

job _____

date / time received _____

ship by _____