



Date of Order \_\_\_\_\_ Time of Order \_\_\_\_\_ **Date Due** \_\_\_\_\_ **Time Due** \_\_\_\_\_

Bill To \_\_\_\_\_ Your Name \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Cell \_\_\_\_\_

On Acct    VISA / MC / AMEX    COD    Resale    Add Sales Tax    HHG Delivery    Call When Ready    Mail Invoice

*For HHG Use Only*

**Scans**

**RGB > CMYK (ColorSync)**

**Place Scan in File**

**Scan Manipulation**

**File Intervention**

**Design / Production**

**Set Type / Type Changes**

**Font Search**

**Shipping**

**Special Handling**

File Name \_\_\_\_\_ DPI \_\_\_\_\_ LPI \_\_\_\_\_ %age \_\_\_\_\_ Final Size \_\_\_\_\_

Mac    Windows    TIFF    EPS    PSD    Other \_\_\_\_\_

B/W    RGB    CMYK    Line Art    Grayscale

RGB Profile \_\_\_\_\_  CMYK Profile \_\_\_\_\_

Disk Provided    HHG Disk    Transfer Electronically to \_\_\_\_\_

Special Instructions:

File Name \_\_\_\_\_ DPI \_\_\_\_\_ LPI \_\_\_\_\_ %age \_\_\_\_\_ Final Size \_\_\_\_\_

Mac    Windows    TIFF    EPS    PSD    Other \_\_\_\_\_

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