PRINTING & MAILING ORDER FORM

guidelines to meet Post Office regulations. Mailing Lists are available for as low as \$25 for up to 2500 Zip Code or Radius addresses.

Instant Pricing



Use this form if you are mailing or faxing your order. For pricing information see <u>Instant Pricing</u> online, or call 1-800-342-3282

Date: _____ Time: _____

Hours: M – Th 9 - 5, Fr 9 - 4

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MAIL YOUR ORDER TO: ADG Printing •	19231 36 ⁻	th Ave. West, # D	• Lynnwo	ood, WA 98036	FAX YOUR OR	RDER TO: 425-771-	7943	
Bus. Type:	Source:					First Order		
YOUR INFORMATION NO P.O. Box for Shipping. ATTACH YOUR BUSINESS CARD					For prices see <u>Instant Pricing</u> or call 1-800-342-3282			
	Company: City/State/Zip:				NEW Order Reprint with NO Changes Reprint with Changes Fax a Copy or Provide a Previous Job Number:			
	: Fax:				Job Title for New Order:			
				Size	Quantity	Price		
SHIPPING ADDRESS Same as above! Specify address if different:								
Street: City/State/Zip:								
PAYMENT METHOD Your order cannot be process	sed without ful	l payment.						
Check Enclosed Use Card On File	○ Visa	○ MasterCard	O Amer	ican Express				
Credit Card #:			Exp. Dat	re:				
PRINTING TIME* DESIGN**		MAILING SERVICE	E***	SHIPPING		i.a.a.a.Claia.ai.a.a.		
2 Business Days Proof/Design	Proof/Design Required		No Mailing Service		Courier or Shipping			
1 Business Day (Add 2-3 bus	1 Business Day (Add 2-3 bus. days)		Mailing Service		SUB-TOTAL			
Same Business Day Ready to Prin	Same Business Day Ready to Print		First Class		Washington Sales Tax - Add 9.5%			
COLOR			Standard		Direct Mail Postage - No Tax on Postage			
Color / Black MATERIALS	MATERIALS		Providing Own List		Discount Code			
Color Both Sides Disc	ODisc		Buying List/Quote Done		TOTAL			
UV COATING E-mailed / FTP		Will do own mailing		O Use Own	Notes, Special Instructions, use back if needed:			
No Coating Prints / Slides		Imprint Permit #:		Account				
Add Both side Originals		Permit City:						
Add Color side		1-TO-1 Marketi	ng					
*Printing Time is from approval or submission of rea	ady to print file	e, does not include des	ign time.					
**For technical questions & for "Ready to Print" accommaterials necessary to complete your order. Include provides the state of the sta	photos, logos,	verbiage & rough layou						
provide a hard copy for color match. No halftones of ***For Direct Mail Services send or email your mailing			<u>nagem</u> ent. S	ee our <u>Templat</u> e for layout				