

PRINTING & MAILING ORDER FORM

Use this form if you are mailing or faxing your order.
For pricing information see [Instant Pricing](#) online, or
call 1-800-342-3282

[Instant Pricing](#)



Hours: M – Th 9 - 5, Fr 9 - 4

Date: _____ Time: _____

Designer: _____

MAIL YOUR ORDER TO: ADG Printing • 19231 36th Ave. West, # D • Lynnwood, WA 98036

FAX YOUR ORDER TO: 425-771-7943

Bus. Type: _____ Source: _____

YOUR INFORMATION NO P.O. Box for Shipping. ATTACH YOUR BUSINESS CARD

Name: _____ Company: _____

Street: _____ City/State/Zip: _____

Phone: (____) _____ Fax: (____) _____ E-mail: _____

SHIPPING ADDRESS Same as above! Specify address if different:

Street: _____ City/State/Zip: _____

PAYMENT METHOD Your order cannot be processed without full payment.

Check Enclosed Use Card On File Visa MasterCard American Express

Credit Card #: _____ Exp. Date: _____

PRINTING TIME*

- 2 Business Days
- 1 Business Day
- Same Business Day

COLOR

- Color / Black
- Color Both Sides

UV COATING

- No Coating**
- Add Both side
- Add Color side

DESIGN**

- Proof/Design Required
(Add 2-3 bus. days)
- Ready to Print

MATERIALS

- Disc
- E-mailed / FTP
- Prints / Slides
- Originals

MAILING SERVICE***

- No Mailing Service**
- Mailing Service
- First Class
- Standard
- Providing Own List
- Buying List/Quote Done
- Will do own mailing
- Imprint Permit #: _____
- Permit City: _____
- 1-TO-1 Marketing

SHIPPING

- Pick-up**
- Courier
- Ground
- Second Day
- Flat Rate USPS
- Priority USPS
- Use Own Account

- First Order
- Info on File
- New Address

For prices see [Instant Pricing](#) or call 1-800-342-3282

- NEW Order
- Reprint with NO Changes
- Reprint with Changes

Fax a Copy or Provide a Previous Job Number: _____

Job Title for New Order: _____

Size	Quantity	Price
Courier or Shipping		
SUB-TOTAL		
Washington Sales Tax - Add 9.5%		
Direct Mail Postage - No Tax on Postage		
	Discount Code	
TOTAL		

Notes, Special Instructions, use back if needed:

*Printing Time is from approval or submission of ready to print file, does not include design time.

**For technical questions & for "Ready to Print" accepted file formats please call or see our [Designer Tech Support](#). Enclose all materials necessary to complete your order. Include photos, logos, verbiage & rough layout. For color sensitive digital files please provide a hard copy for color match. No halftones or previously printed materials!

***For Direct Mail Services send or email your mailing list, our prices include [Database Management](#). See our [Template](#) for layout guidelines to meet Post Office regulations. [Mailing Lists](#) are available for as low as \$25 for up to 2500 Zip Code or Radius addresses.

By submitting your order you indicate you have read and agreed to our [Terms & Conditions](#).