

# THE TICKET FACTORY ORDER FORM

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Email: tickets@ticketfactory.com  
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## CUSTOMER INFORMATION:

Company Name \_\_\_\_\_  
Company ID \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_  
P.O.# \_\_\_\_\_ ASI# \_\_\_\_\_

## PRODUCT INFO:

Product # / Size \_\_\_\_\_  
Quantity \_\_\_\_\_  
Imprint:  1/0  1/1  2/0  2/1  Other \_\_\_\_\_  
Ink Color(s) Side 1 \_\_\_\_\_  
Ink Color(s) Side 2 \_\_\_\_\_  
Paper Stock \_\_\_\_\_  
Paper Color \_\_\_\_\_

## PREP INFO:

Typeset this order  FAX/Email a proof  
 Artwork/Film supplied  Return artwork/film  
 Artwork eMailed/file name: \_\_\_\_\_  
Last related order # \_\_\_\_\_  
Exact repeat of order # \_\_\_\_\_

## SPECIAL INSTRUCTIONS:

## SHIP TO: Address on left Address Below

Company Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone( ) \_\_\_\_\_

## BINDERY:

Red Numbers (Std.) x \_\_\_\_\_  Black Numbers x \_\_\_\_\_  
Start # \_\_\_\_\_ End # \_\_\_\_\_  
 Sequential #  Book #  Perforations x \_\_\_\_\_  
 Staple  Left side  Right side  
Staple per book \_\_\_\_\_ = Total Books \_\_\_\_\_  
 Glue pad  Spine tape  Chip back

## SHIPPING INFO:

UPS Ground  UPS 2nd Day Air  
 UPS 3 Day Select  UPS Next Day Air  
 UPS Account # \_\_\_\_\_  
 FedEx Account # \_\_\_\_\_  
 Other \_\_\_\_\_

Shipping charges will be added to your invoice.

## PAYMENT:

Payment enclosed - Check # \_\_\_\_\_  
 Discover  Visa  Master Card  
# \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ (MM/YY)  
Bill to Numeric Address \_\_\_\_\_ Zip \_\_\_\_\_  
Signature \_\_\_\_\_

Type or print legibly. Be sure all information is accurate and complete. Indicate position of logos, numbers and perforations. Use additional paper for copy or information as needed.