DATE RECEIVED	
DATE/TIME DUE	

EXCELLENCE IN PRINTING AND DESKTOP PUBLISHING

CopyPacific INCORPORATED

ORDER NO.	
PURCHASE ORDER NO.	

1090 B Street, Hayward, CA 94541 • (510) 886-4443 • FAX (510) 886-3044 • EMAIL hayward@copypacific.com • WEB www.copypacific.com

PAPER BANNER ORDER FORM

COMPANY	**CONTACT NAME**	**Delivery**: Date/Time	**Pick-Up**: Date/Time	Stock Ordered
ADDRESS				Quality Check
CITY, STATE, ZIP	**PHONE** HOME CELL WORK	**OTHER PHONE** HOME CELL WORK	**FAX** OR **EMAIL**	Customer Contacted

Customer Pick-Up **COD** 50% Deposit Required **Charge Account** Net 30 days

1

☐ INDOOR PAPER - WHITE

SIZE (check one) **QTY** _____

☐ 18"x6'...$25 ☐ 18"x10'...$30 ☐ 18"x15'...$35

☐ 36"x6'...$35 ☐ 36"x10'...$50 ☐ 36"x15'...$65

☐ OUTDOOR - WHITE (Includes Grommet Tabs)

SIZE (check one) **QTY** _____

☐ 18"x6'...$30 ☐ 18"x10'...$40 ☐ 18"x15'...$50

☐ 36"x6'...$50 ☐ 36"x10'...$75 ☐ 36"x15'..$105

Use next larger size for between sizes, specity dimensions in layout. All Banner material available in White Only.

2

INK COLORS ☐ MULTI ☐ BLACK ☐ RED ☐ BLUE ☐ GREEN ☐ YELLOW ☐ MAGENTA ☐ PINK ☐ PURPLE ☐ GOLD ☐ SKY BLUE

3

FONTS ARIAL **BLACK** *BALLOON* TIMES **COOPER** COLLEGE WINDSOR BROADWAY
Old English **CASUAL** QUICKIE **Brody** *Rage* ***Brush*** *Vivaldi* *Edwardian* ☐ OTHER _____

4

WRITE YOUR MESSAGE HERE UP TO 50 CHARACTERS @ NO ADDITIONAL CHARGE. Include locations of symbols and colors. Make notes and comments. Turn page sideways for vertical layouts. Use separate page for complex layouts and special instructions.

COLORS TYPESTYLE

CHARACTER OUTLINE COLOR ☐ BLACK ☐ IN OWN COLOR (Yellow or Bright Pink should be outlined in black)

5

☐ No Proof Necessary. (Fastest - Allow 24hrs)
☐ Proof Rendering Requested. (Allow 48hrs)
NOT INCLUDING SATURDAY & SUNDAY

PROOF DUE: TIME:

6

PRICING INSTRUCTIONS: Signs may contain up to 50 characters (letters/numbers) at no add'l charge. Add'l characters are 20¢ each. Refer to binder for design ideas and logos (indicate item #). Logos are available for $5, $3/add'l. Corporate logos, artwork, or special setups are one-time fees: Simple $25, Med $50, Complex $90. Add'l Adhesive Grommet Tabs may be purchased for 50¢ each.

BANNER(S) + Add'l Fees		
Subtotal + Tax		
Total Amount - Deposit Paid		
FINAL BALANCE DUE		

_____ Please Proceed With Above Layout - Customer Signature

_____ Taken by

_____ Cashier

PLEASE FAX COMPLETED FORM TO 510-886-3044 **PLUS TAX**