

14pt Card Stock ORDER FORM

Please fill out **BOTH** pages as completely and neatly as possible.
If you have questions, please call us!



1804 Garnet Avenue, San Diego, Ca 92109
toll-free 888-780-1115 | fax 858-408-3536
e-mail jobs@redmoonstudios.net | web redmoonstudios.net

CLIENT AND JOB INFORMATION - PAGE 1 of 2

CONTACT INFO

☐ New Customer ☐ Existing Customer: Name of your preferred RMS rep _____ ☐ Change of Address

Contact Name: _____
Company: _____
Address: _____
Address Line 2: _____
City/State/Zip: _____
Phone: (____) _____
Cell Phone: (____) _____
Fax: (____) _____
E-mail: _____

GENERAL JOB INFORMATION

How are you delivering your digital files?

- ☐ **FTP:** ftp.redmoonstudios.net
☐ **WEB:** uploaded through website
☐ **E-MAIL:** jobs@redmoonstudios.net
☐ **DISK:** Mailed to Red Moon Studios

Files we support. (please check)

- ☐ Mac ☐ PC
☐ Photoshop (.psd, .tiff, .eps, .pdf)
☐ Illustrator (.eps, .ai, .pdf)
☐ InDesign (.eps, .indd, .pdf)
☐ Quark (.qxd, .eps, .pdf)
☐ Freehand (.fh, .eps)
☐ Corel (.eps, .tiff, NO .cdr files)

2nd CONTACT INFO

☐ Graphic Designer ☐ Project Manager

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

1

Please describe your product and mention any needed production notes:

Job Name:

JOB DESCRIPTION

QTY

Quantity:

COLOR WAY

- ☐ 4/4 (Full Color both sides)
☐ 4/1 (Full Color over black)
☐ Custom Spot UV
or 1 side UV

PRODUCT SIZE

- ☐ FL - 1/8 Page Flyer (4.25" x 2.75")
☐ FL - 1/6 Page Flyer (4.25" x 3.66")
☐ FL - 1/4 Page Flyer/Postcard (4.25"x5.5")
☐ FL - 1/4 Page Flyer (wide) (8.5" x 2.75")
☐ FL - 4x6 Postcard (4" x 6")
☐ FL - 4.25x6 Postcard (4.25" x 6")
☐ FL - 1/3 Page Flyer (8.5" x 3.66")
☐ FL - 4x9 Rack Card (9" x 4")
☐ FL - 1/2 Page Flyer (wide) (11" x 4.25")
☐ FL - 1/2 Page Flyer/Postcard (8.5" x 5.5")
☐ DC - Door Hanger (Write size in description)

☐ Other (Write size in description area)

2

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