

Letterhead & Envelopes ORDER FORM

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



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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 JOB DESCRIPTION	Please describe your product and mention any needed production notes: Job Name:	QTY	Quantity:	PRODUCT SIZE
	<input type="checkbox"/> Letterhead (8.5" x 11") <input type="checkbox"/> First Sheet <input type="checkbox"/> Second Sheet <p>First Sheet is typically the version of your letterhead that has your logo and address on it. Second Sheet typically has just your address.</p>			
		COLOR WAY	<input type="radio"/> 4/0 (Full Color one side only) <input type="radio"/> Other _____ <small>EXTRA INK CHARGE MAY APPLY</small>	

2 JOB DESCRIPTION	Please describe your product and mention any needed production notes: Job Name:	QTY	Quantity:	PRODUCT SIZE
	<input type="checkbox"/> #10 Envelope (9.5" x 4.125") <input type="checkbox"/> Without Window <input type="checkbox"/> With Window 			
		COLOR WAY	<input type="radio"/> 4/0 (Full Color one side only) <input type="radio"/> Other _____ <small>EXTRA INK CHARGE MAY APPLY</small>	