

Business Cards ORDER FORM

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



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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 (.fth, .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

COLOR WAY

Quantity:

- ☐ 4/4 (Full Color both sides)
☐ 4/1 (Full Color over black)

PRODUCT SIZE

☒ **Business Card (3.5"x2")**

☐ Spot UV

Not Available on Short Runs (100, 250, 500)

**Business Cards
 MUST be to spec
 3.75"x2.25" full bleed
 3.5"x2" Finished**



2

Please describe your product and mention any needed production notes:

Job Name:

JOB DESCRIPTION

QTY

COLOR WAY

Quantity:

- ☐ 4/4 (Full Color both sides)
☐ 4/1 (Full Color over black)

PRODUCT SIZE

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