

100lb Gloss Book/Text 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:

QTY

COLOR WAY

FOLDING STYLE

Quantity:

- ☐ 4/4 (Full Color both sides)
☐ 4/1 (Full Color over black)
☐ 4/0 (Full Color one side only)

- ☐ 1/2 Fold
☐ Letter Fold
☐ Z Fold
☐ Accordion Fold
☐ Gate Fold/Double Gate Fold
☐ Double Parallel Fold
☐ Right Angle Fold
☐ Other _____

PRODUCT SIZE

- ☐ SH - Sales Sheet (8.5"x11")
☐ SH - Oversized Sales Sheet (9"x12")
☐ PS - 11x17 Posters (11" x 17")
☐ PS - 12x18 Poster (12" x 18")
☐ PS - 17x22 Poster (17" x 22")
☐ PS - 18x24 Poster (18" x 24")
☐ PS - 24x36 Poster (24" x 36")
☐ PS - 27x39 Poster (27" x 39")

For FP check fold style in box to left

- ☐ FP - 8.5x11 w/Folding (8.5"x11")
☐ FP - 8.5"x14" w/Folding (8.5"x14")
☐ FP - 11x17 w/Folding (11"x17")
☐ FP - 25.5x11 w/Folding (25.5"x11")
☐ CT - Catalog (8.5"x11" final size)

of pages _____

☐ Other (Write size and style in description area)

2

Please describe your product and mention any needed production notes:

Job Name:

QTY

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