

Large Format 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

Please describe your product and mention any needed production notes:

Job Name:

JOB DESCRIPTION

QTY

SIZE

Quantity:

X

PRODUCT TYPE

- ☐ LG - 13oz PVC
☐ LG - PVC Mesh Vinyl
☐ LG - 3M Adhesive
☐ Other (Write size in description area)

FINISHING

- ☐ Hemming
☐ Grommets
☐ Banner Stand
☐ Other (Write size in description area)

2

Please describe your product and mention any needed production notes:

Job Name:

JOB DESCRIPTION

QTY

SIZE

Quantity:

X

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