

# Supply Files on Disk **ORDER FORM**

Please fill out details below and enclose this form with your disk

We only accept files in pdf or jpeg format. Please refer to our guidelines and tips for help with saving your file.

## Your Details.

<b>Full Name*</b>	
<b>Company Name</b>	
<b>Billing Address*</b>	
<b>Delivery Address</b>	If same as billing please leave blank.
<b>Daytime Telephone Number(s)*</b>	<b>Please Use a Daytime Contact Number</b> We will call you to take payment before we start production your goods.

(\* Mandatory Field)

**Print File Details.** Fill out the details below for each file, If non applicable please leave blank.

**We will need the below information filling out for each file on your disk.**

If you have mutple files on disk please print extra sheets. You may leave the top section blank on your extra sheets

<b>File Name</b>	Please Tick the appropriate boxes				PDF <input type="checkbox"/>	JPEG <input type="checkbox"/>
<b>Dimensions</b> (Printed Size)						
<b>Print Material</b> (ie 4-5 yr vinyl)						
<b>Laminate</b> (Vinyl Only)	Please Tick the appropriate boxes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If laminated which finish do you require	Gloss <input type="checkbox"/>	Matt <input type="checkbox"/>
<b>Scale</b>	Please Tick the appropriate boxes	1:1 <input type="checkbox"/>	1:2 <input type="checkbox"/>	1:5 <input type="checkbox"/>	1:10 <input type="checkbox"/>	Other Please Specify <input type="text"/>
<b>Quantity</b>						
<b>Finishing</b> (Banners Only)	Please Tick the appropriate boxes	Trimmed to Size <input type="checkbox"/>	Eyeletted <input type="checkbox"/>	Hemmed & Eyeletted <input type="checkbox"/>		
<b>Additional Information</b>						



Please post your disk with your completed order form(s) to:  
**Upload Prints, Unit 14 Butts Close, Red Marsh Ind. Est.**  
**Thornton-Cleveleys, Lancs FY5 4JX**