ORBUS
THE DISPLAY MAKERS

Graphics Order Form
Order Date: _____
PO #: _____
Ship Date: _____

Phone: 630-226-1155 | Please fax hardware only orders to: 630-226-1133 | Please fax graphic orders to: 630-296-8212

Customer Information

Account Representative: _____

Company Address:

Billing Information

Credit Card: Visa Amex Mastercard

Card Number: _____

Expiration Date: _____

CVV2#: _____

Shipping Information

Shipping Address:

Account Information:
☐ Client Account #: _____
☐ Orbus Account
(billed with invoice)

Ship Method: UPS FEDEX DHL
Other: _____

Ship Priority:
☐ Ground
☐ 3 Day
☐ 2 Day AM
☐ 2 Day PM
☐ Next Day Air Early AM
☐ Next Day AM
☐ Next Day PM
☐ Pick-up
☐ Messenger

☐ Residential Address

Artwork File Information

Please send artwork via FTP site at http://www.handbookart.com. There is no user ID or password needed to upload files. Please send email to art@orbuscompany.com.

Art Location:
☐ FTP site
☐ CD or DVD
☐ Email
☐ Orbus Archived Files

If files are on the FTP site please indicate file name below:

Proofing Information

☐ E-proof
☐ Hard Copy Proofs ($15)
(will include color layout & mag test)
☐ Dye-Sub Hard Copy Proofs ($20)
(will include color layout & mag test)

Email Addresses for E-proofs:

Any Specific Instructions for Proofs:

Proofing Shipping Info:

Shipping Address:

Account Information:
☐ Client Account #: _____
☐ Orbus Account
(billed with invoice)

Ship Method: UPS FEDEX DHL
Other: _____

Ship Priority:
☐ Ground
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Hardware Items:

Qty:	Code:	Product Description:	Color:	Cost Per Unit:

Graphic Items:

Qty:	Code:	Product Description:	Finishing:	Cost Per Unit: