

# BOOK WORK ORDER

## ORDER TYPE

New Book Order / New Files  
Reprint / Use Current Files on File  
Rush (5-7 business days, 20% up-charge)

## NEED BY DATE

Need By Date:  
Date Notes:

Standard Production: 10-15 business days after approved proof

## CUSTOMER INFORMATION

Customer Name:  
Company:  
Email:  
Phone:  
Address:

City:  
State:  
Zip:

## SHIPPING

Pickup  
Ship  
Same as Customer Information  
Ship To Address:

City:  
State:  
Zip:  
Shipping Notes:

## BOOK DETAILS

Book Title:

Finished Size:  
Page Count:  
Color Interior  
Black & White Interior

## BINDING & QUANTITY

Softcover Qty:  
Hardcover Qty:  
Stitched Qty:  
Spiral Bound Qty:

## INTERIOR PAPER

100# White  
80# White  
70# White  
50# White  
Other:

## LAMINATION

Gloss  
Matte

## ENDSHEETS (HARDCOVER ONLY)

White  
Printed

## SPECIAL INSTRUCTIONS