



HAWKEYE PRINTING & GRAPHICS ORDER FORM

DUE DATE: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

Example: Booklet, Brochure, Postcard, Sign etc.....

\_\_\_\_\_

SIZE: \_\_\_\_\_

MATERIAL/STOCK: \_\_\_\_\_

Example: Text Paper, Cover Paper, Foamcore, Styrene etc....

SINGLE SIDED / DOUBLE SIDED: \_\_\_\_\_

QTY.: \_\_\_\_\_

SHIP/COURIER OR PICK UP? \_\_\_\_\_

If ship/courier, please include address: \_\_\_\_\_

\_\_\_\_\_

INSTALL OR SPECIAL FINISHING: \_\_\_\_\_

LINK TO ART OR ATTACH: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

More Custom orders may have more questions i.e. Where or how it is being installed. Indoor or outdoor etc.  
Large Format items do not need bleed unless Fabric Pillowcase Backdrops, or if specified depending on project.  
Small Format items 13" x 19" and below need 1/8<sup>th</sup> inch bleed all the way around without crop marks.

Files needed for closest color matching // CMYK PDF ( Vector is always best )

\*\*\*IF YOUR FILE HAS COLOR TO THE EDGE (BLEEDS) MAKE SURE TO ADD 1/8" ALL THE WAY AROUND TO ACCOMODATE TRIM