



**Specialized
Printing &
Graphics**
INCORPORATED

19centColorCopies.com ORDER FORM

Step 1: Information

NAME _____

DATE _____

OFFICE USE ORDER NUMBER _____

SHIPPING ADDRESS _____
 Commercial Address Residential Address

E-MAIL _____

PHONE _____

LIST THE NAMES OF YOUR UPLOADED FILES HERE:

How did you hear about 19centColorCopies.com?
 Web search A friend Mailed postcard
 Other: _____

.PDF Files preferred please. Non PDF files incur an \$8.99 fee

Step 2: Quantity

$$\frac{\text{Number of pages in your file}}{\text{(Note: double sided pages count as 2 pages)}} \times \frac{\text{Number of sets you need}}{\text{}} = \text{Total number of copies}$$

Need your copies folded, laminated, trimmed, stapled or bound? **We can do that!** Call us for a quote at 616-634-0318.

Step 3: Pricing

Bring this total down to the next calculation.

	LTR 8.5 x 11	LGL 8.5 x 14	TAB 11 x 17
	Price per side		
50 or more	.39	.47	.52
100 or more	.29	.47	.52
200 or more	.23	.42	.44
500 or more	.21	.37	.40
1,000 or more	.19	.34	.37

Bring this total down to the next calculation.

Number of copies \times Cost per side (see chart to the right) = Total copy cost

Don't worry about making a mistake. We double check all your calculations, and if we find an error, we will notify you before charging your credit card.

Please upgrade my order to:

- Double sided
- Glossy paper +3¢/side +4¢/side +6¢/side
- Cardstock +4¢/side +5¢/side +7¢/side
- Glossy cardstock +5¢/side +7¢/side +8¢/side

Step 4: Payment

$$\frac{\text{Copy cost (from above)}}{\text{}} + 1.99 + \frac{\text{Non PDF file charge (if applicable, add \$8.99)}}{\text{}} + \frac{\text{Other Services (folding, binding, etc. - call for quote)}}{\text{}} = \text{\$ Grand Total}$$

CREDIT CARD INFO: Please fill out this section, or if you prefer, call our office and ask for Joan.

Visa Number: _____ Exp. Date: _____
 MasterCard Authorized signature: _____

To complete your order, mail or fax this form to: 616-458-6626

Specialized Printing & Graphics • 215 Logan Street, SW • Suite #200 • Grand Rapids, MI 49503

Don't forget to upload your files to our website! Thank you.