



Project Order Form

2010

Toll-Free: 877-384-7772
Phone: 949-465-0772
Fax: 949-465-0777
Email: mail@psbonline.com
Website: www.psbonline.com

26012 Atlantic Ocean, Lake Forest, CA 92630

ATTN: _____

Please photocopy and complete this form, attach suggested copy and/or design rendering and fax to 949-465-0777.

Or, order online at www.psbonline.com.

When submitting text files, please email to mail@psbonline.com. Note your project name in the subject line.

Choose one

- Standard Service**
(Standard lead-times)
- Express Service**
(Premium Service,
15-50% charge)

Customer Information

Organization Name: _____ Today's Date: _____ Date Due: _____

Contact Person/Project Manager: _____ Title: _____

(New Clients Only)

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ EXT. _____ Fax: (____) _____ Email: _____

Product Description

Project Name: _____ Design #: (if applicable) _____

Please select all products below you wish to order for this project.

FSC PAPER

YES NO

SOY INKS

YES NO

ECOSMART SMALLER SIZE OPTIONS

ANNUAL REPORT NEWSLETTER SELF MAILER

OTHER

(please specify) _____

INSERT

- 6 x 3.375
 - 6.5 x 3.375
 - 7 x 3.375
 - 7.5 x 3.375
 - 8 x 3.375
 - Single Front/Back
 - Double 1 fold
 - Triple 2 folds
- Qty: _____

POSTCARD*

- 6 x 4.25
 - 8 x 5
 - 11 x 6
- Qty: _____
- ### CALENDARS
- Wallet Cards
 - 7 x 3.375 Qty: _____
 - Wall Calendar
 - 8.5 x 11
 - 18 x 24
 - Other: _____
- Qty: _____

BROCHURE*

- 8.5 x 7.5
 - 8.5 x 11
 - 8.5 x 14.562
 - Other: _____
- Stock: 80# 100# Other: _____
- Matte
 - Gloss
- Qty: _____

DIRECT SELF-MAILER*

- 8.5 x 7.5
 - 8.5 x 11
 - 8.5 x 14.562
 - Other: _____
- Stock: 80# 100# Other: _____
- Matte Gloss
 - Perforation: Y N
- Qty: _____

DIRECT MAIL LETTER/LETTERCHECKS*

- 8.5 x 11
 - 8.5 x 14
 - 4/0 4/1 4/4
 - Laser: Y N
 - Perforation: Y N
- Qty: _____
- ### ENVELOPE*
- Size: #10 window
 - #10 no-window
 - 9 x 6 window
 - 9 x 6 no-window
 - Color: 1C 2C 4C
 - #9 BRE: Y N
- Qty: _____

POSTER / FLYER

- 8.5 x 11 Full Bleed
- Qty: _____ Yes
- 8.5 x 14 No
- Qty: _____
- 18 x 24
- Qty: _____
- 22 x 28
- Qty: _____
- Other: _____
Up to 36" x 100"
- Qty: _____

Poster Layout:

- Horizontal
- Vertical

VINYL BANNERS

- Size: _____
- Qty: _____

*Please complete the mailing information below for all products that will be using any form of postal service.

Mailing Services

For all projects (check those that apply):

- PSB will handle my mailhouse services
- Provide a quote for PSB Mailhouse services
- No, I will use another mailhouse (attach copy of indicia/permit information)

Postal Services Requested (choose one): First Class Standard Service

For all brochures, direct mailers, and letters:

- I will be using business reply mail. Attached is a copy of my BRM panel.

TENT CARD

- Y N
- Qty: _____

SYNDICATED MEDIA

- TV : :30
- RADIO: :30 :60
- Other: _____

STANDEE

Qty: _____

Special Instructions

(Please describe any special requirements. Attach a separate sheet if necessary.)

Attachments: Hard copy text Files(s) on disk Email File Name: _____ Other: _____

Please call for instructions to submit files via email (mail@psbonline.com). Questions regarding your order? Call toll-free 877-384-7772, 7 am – 6 pm Pacific Time.

