

Today's Date \_\_\_\_\_

Approval Date \_\_\_\_\_

In Hands Date \_\_\_\_\_



Work Order # \_\_\_\_\_

PO# \_\_\_\_\_

Design Time \_\_\_\_\_

Sales Person \_\_\_\_\_

Quoted Price \_\_\_\_\_

1201 Union • Kansas City, MO 64101 | Phone: 816-255-2792 • Toll Free: 1-866-633-3000 • Fax: 816-326-9062

**Billing Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

Contact \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Pay Method  Check  Credit Card  Cash

Card Type  Visa  MasterCard  Discover  Card on file

\*Standard job production time is 5 business days (7 days on Flags and Fabrics) from proof approval. Production times may vary on large or complex jobs. \*Rush charges will apply on jobs requested sooner than 5 days. (7 days on Flags and Fabrics). All rush orders need to have prior approval. \*All orders must be e-mailed to kathym@insightprintanddisplay.com and artwork emailed to prepress@insightprintanddisplay.com or faxed to (816)326-9062. Orders received after 1:00 PM will be dated the following day. \*If no proof is required Insight Print and Display will not be responsible for printing problems related to customer supplied files. \*Terms are C.O.D unless prior terms have been established. Collection fees may apply to overdue balances. All orders are subject to min. \$50 charge.

**Shipping Information**

Ship To Name \_\_\_\_\_

Ship Address \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

Attn: \_\_\_\_\_

Signature \_\_\_\_\_

**Your Shipping Information**

UPS  Acct# \_\_\_\_\_

FedEx  Acct# \_\_\_\_\_

Type of Service \_\_\_\_\_

Quantity	Width	x	Height	Double Sided	Media Type	File Name	Options
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			Webbing <input type="checkbox"/> Ropes <input type="checkbox"/> Hem <input type="checkbox"/>
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			Wind Slits <input type="checkbox"/> Taped <input type="checkbox"/> D-Rings <input type="checkbox"/>
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			Velcro <input type="checkbox"/> Grommets <input type="checkbox"/>
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			<b>Pole Pocket</b>
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			Top <input type="checkbox"/> Bottom <input type="checkbox"/>
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			Left <input type="checkbox"/> Right <input type="checkbox"/>
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			<b>Lamination</b>
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			Gloss <input type="checkbox"/> Matte <input type="checkbox"/>
				<input type="checkbox"/> Inches <input type="checkbox"/> Feet			Other <input type="checkbox"/>

**Traditional Flags**

**Canvas Header**

Custom W  x  L Top  Bottom  Left  Right

Specify \_\_\_\_\_

**Printing Comments**

**Finishing Comments**

**Submit Order**

**Print Form**

**Reset Form**