



Today's Date: _____ Organization: _____

Name: _____

Phone: _____

Email: _____

Date needed by: Time:

Rush / \$30 (3-business days turnaround time upon approval)

Rush jobs are not accepted during the following months due to mission related priorities: January, March, May, July, September & November.

Standard Printing Order Form

Color Laser Printing

Job (Ex: Programs, Flyers, etc.): _____

Pricing Per Print (8.5" x 11"):

Quantity	Price
25 - 99	38¢/ea
100 - 499	32¢/ea
500 - 999	28¢/ea
1,000 & up	24¢/ea

*Pricing is only for printing and does not include paper.

Qty: _____ 8.5" x 11" / Starting at 38¢ ea

Double-sided (2x the price)

Available Paper: *Additional costs apply*

Text: Plain Gloss Linen

Cover: Gloss Matte Linen

Inkjet Photo Printing

Job: _____

Printing:

Qty: _____ 8" x 10" / \$8 ea (2 minimum)

_____ 11" x 14" / \$10 ea

_____ 16" x 20" / \$12 ea

_____ 20" x 30" / \$18 ea

_____ 22" x 28" / \$20 ea

_____ 24" x 36" / \$22 ea

_____ Custom: _____

Printed on photo quality gloss paper

Special Instructions:

Office Use Only	
_____	_____
_____	_____
<input type="checkbox"/> Rush	Design: _____ Total Due: _____
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit	
<input type="checkbox"/> PAID <input type="checkbox"/> Deposited on: _____	

Sign & Email to: LA.Star.Awards@us.af.mil

Minimum turn-around time is 5 business days upon approval of proof if any. Additional time is based on quantity of your order.

All work is limited to two (2) proofs. Additional proofs will be charged at \$15 each. A minimum of 30 minute labor fee (\$15) is charged for any alterations of artwork including resizing, re-typing, etc. **This form does not guarantee job acceptance until you have been contacted by phone or email to verify that your job has been received.**

Signature: _____ Date: _____