

Extra Services

*Production takes 3-5 business days after approval of proof.

Rush Order (Extra cost)

For Business Cards:

Rounded Corners (Add \$2.00 per 100)

Matte (Add 20¢ per 100)

For Flyers / Brochures:
Available with various folds
(additional \$22.50 per 1000)

Single Fold

Letter fold

Z Fold

Payment & Approval

Customer E-mail Address (proof will be sent to this address): _____

Payment: Credit card over phone In store payment Charge account

Customer approval

I understand production will not start until payment has been received & proof has been approved. Once the proof has been confirmed, I understand that I am fully responsible for its accuracy.

Customer Signature: _____ Date: _____

Send Form to:

Fax: 248.486.4002

Email: Store4674@theupsstore.com