



THE LAUGHING OWL PRESS CO. CUSTOM LETTERPRESS PRINTING ORDER FORM

Use this form to tell us about your custom print order. Once completed, you can email it, along with your artwork files to printstudio@laughingowlpress.com. We will then send you a detailed order confirmation and final proof for approval. Please call or email us at any time with questions. We look forward to working with you!

GENERAL INFORMATION

Date: _____ **Rush Service** (*Typical turn around is 10 business days after deposit payment. Add rush if you need your project sooner. Additional fees will apply depending on the amount of rush needed.*)

Name: _____ Company: _____

Email (*artwork proofs will be sent here*): _____ Phone Number: _____

SHIPPING INFORMATION

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip Code _____ Country _____

Shipping Via: UPS Ground UPS 2nd Day UPS Next Day USPS Priority Mail International Express

Do you need any pieces such as envelopes shipped to a different location?

 No thanks. Please ship everything to the same location.

 Yes. Please ship these items: _____ To the following address:

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip Code _____ Country _____

Shipping Via: UPS Ground UPS 2nd Day UPS Next Day USPS Priority Mail International Express

BILLING INFORMATION

 use my credit card on file use the credit card below I will call with payment information other

Name On Card: _____ Card Number: _____

Expiration Date: _____ CVV Code _____ Please keep my card on file .

Billing Address: _____

City: _____ State: _____ Zip Code _____ Country _____

Billing Email (*if different from above*): _____

LETTERPRESS PRINTING ORDER						
Item	Size	Qty.	PMS Ink Color(s) <i>front/back</i>	Foil Color(s) <i>front/back</i>	Paper weight, type, color	Embellishments

Are you supplying paper? *Any paper that is not a stock paper must be supplied by the customer. Contact us for needed quantities, sizes, and shipment information.*

Supplied Paper *(manufacturer, weight, finish)*: _____

Notes: .

We are here to help!

If you have any questions or need additional information to complete your order please contact us at 814.561.1191

Once approval is given on your final proof and your 50% deposit is charged we cannot change or cancel your order. Please note that letterpress printing is a handcrafted process. There may be slight variations in color and registration from proof to print, and between print runs, but we feel this is what makes letterpress so wonderful. We cannot offer refunds or make discounted reprints on customized products. At The Laughing Owl Press our goal is to make the highest quality items possible and shipping projects with confidence is paramount.