

Art Related Technology

Typesetting Order Form

Contact Name.....
 Company Account No.
 Address
 City, State, Zip
 Telephone Fax

1 Order Information

Delivery Instructions:

- Client Pickup ART Delivery E-Mail ART-BBS
 UPS/FedEx: UPS/FedEx deliveries can also be billed to you directly.

UPS/FedEx number

Payment Information:

- Cash or Check ART Account Visa/Mastercard/Amex
 PO Number

2 Type Specifications

Type size (in points): Leading:

If no point size is indicated, ART will use a default size of 12 over 14. If leading is not specified, ART will simply add two points to the type size (ex. 13 pt. type over 15pt.)

Typeface: See Sample Attached

Type Style: Plain Italic Medium* Medium-Italic*
 Bold Bold-Italic SMALL CAPS ALL CAPS

** Medium not available in all fonts. ART will substitute Bold if no Medium font is present.*

3 Please set this type:

If additional room is needed, please include on a separate page.

This is your Invoice

ART BBS: (617) 491-4618 Web: www.artrelated.com e-mail: artinc@artrelated.com
 4 Brattle St., Cambridge MA 02138 telephone: (617) 661-1215 fax: (617) 491-0618

ART Invoice Number

-

Date Rec'd Time Rec'd

Processed by:

4 Job Options

Desired Turnaround Time:

- Standard** 24 hour turnaround
 Overnight In by 5pm out by 9am
 Rush In by 11am out by 5pm
 Panic 3 hours or less

Fax Proof?

- Yes None Needed

Common Type Faces:

Helvetica
 Regular **Bold** *Oblique* **Bold Obl.**

Times
 Roman **Bold** *Italic* **Bold Ital.**

Palatino
 Regular **Bold** *Italic* **Bold Ital.**

Garamond
 Light **Bold** *Italic* **Bold Ital.**

Avant Garde

Special Instructions:

Units	Rate	Total
Subtotal		
Tax		
Delivery		
TOTAL		