

# HORTON MEDIA LTD

## PRINTING ORDER FORM

ORDERS MUST BE PROCESSED ON THE "CUSTOMER ORDER FORM"

QUOTE NO \_\_\_\_\_ Sign acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Publication Title: \_\_\_\_\_

Total No. of pages \_\_\_\_\_ Total No. of copies: \_\_\_\_\_

Format: Tabloid <input type="checkbox"/>	Quarterfold <input type="checkbox"/>	Broadsheet <input type="checkbox"/>	Square <input type="checkbox"/>
Trim only <input type="checkbox"/>	Stitch & Trim <input type="checkbox"/>	Bundling <input type="checkbox"/>	Labelling <input type="checkbox"/>

Material supplied \_\_\_\_\_ Deadline: \_\_\_\_\_ Print date: \_\_\_\_\_

●Penalty rates will be incurred if you fail to meet the specified deadline

4 COLOUR on pages: \_\_\_\_\_

Spot colour on \_\_\_\_\_

Inserts (No and name of each) \_\_\_\_\_

Freight Instructions: \_\_\_\_\_

### Horton Media Ltd Office use only

Reel size \_\_\_\_\_ Press runs \_\_\_\_\_ Collating required \_\_\_\_\_

Paper type \_\_\_\_\_

Order no's \_\_\_\_\_

Charges above quote \_\_\_\_\_

Invoice: \_\_\_\_\_ Job: \_\_\_\_\_

**Horton Media Ltd payments terms: All accounts are due within 7 days of invoice**

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