



BOXCAR PRESS

Thank you for working with Boxcar Press!
We understand the responsibility that you're entrusting to us, and rest assured, we will devote all of our attention and our expertise to making your design into a beautiful piece of letterpress art. We look forward to working with you and invite you, at any point, to call or email us with questions. When you're ready to order, please email this completed form and your files to printing@boxcarpress.com. Once we receive them we'll email you a detailed contract.

1

Company Name: _____ **Date:** _____

Company Contact: _____ **Phone:** _____

Client Name (first + last): _____ **Job Name:** _____

Rush Service: one week from contract approval if art is complete at that time *(please call to confirm)* **In-hands Date:** _____

Send proofs via email to: _____

2

Where should your order be shipped?
(Please note that, because of the value of these printed pieces, someone will need to be at the drop shipping address to sign, in person, for the package. If you have concerns about this, please let us know!)

Name: _____

Address: _____

3

Will you let us share this design with the world (our blog, etc.)?

no, please don't use for media

4

How would you like your order shipped?

UPS Ground

UPS 2-day

UPS overnight

UPS overnight, saturday delivery

Canada UPS ground

Canada UPS 2-day

International UPS worldwide saver, 2-day
(For international customers, you will be responsible for all import duties and taxes. We would be happy to provide your estimated landed cost, including duties, upon request.)

United Kingdom

Australia

West / Central Europe

other - please contact us.

5

Do you need any pieces (such as outer and inner envelopes) shipped to a different location?

no, ship everything to the same location

yes, please ship the following pieces: _____

to this address: _____

Shipping method for this additional shipment:

UPS ground UPS 3-day

UPS 2-day UPS overnight

UPS overnight, saturday delivery

Canada UPS ground Canada UPS 2-day

International UPS worldwide saver, 2-day

other - please contact us.

6

Billing Terms:

credit card use credit card on file use the credit card below

name on the credit card: _____ expiration date: _____

billing address for credit card: _____

deposit on credit card, balance net 30 *(only available if you have been previously approved)*

other: _____

e-mail address for billing correspondence: _____

7

piece	size	qty.	letterpress ink color(s)* front/back	foil color(s)	paper type, weight and color	embellishments

Supplied Paper: _____

**all inks will be letterpressed unless otherwise specified. envelope liners should be offset or digitally printed.*

8

Notes: _____
