



Incoming Project Checklist

Customer Name: _____

Job Title: _____

Quote #: _____ Account #: _____ Date: _____

Step 1: Submit your order

- Signed CHG quote with order quantity indicated
- Company issued purchase order
- Email confirmation of order

Step 2: Remit your deposit

- Credit Card (Submit a CC Auth. Form or Use card on file ending in _____)
- Check
- I have already submitted a credit application and have received confirmation of payment terms

Step 3: Submit your complete print-ready cover and text files or alterations to a reprint title

- YouSendIt
- Email (25MB or less)
- Other: _____

Step 4: List any additional services required (stamping, embossing, spot dull coating, shrink-wrap, etc.)

- Yes: _____
- None

Step 5: Select a proof format

- PDF proofs sent to the following email address: _____
- Hard copy proofs (additional cost on quote) sent UPS Overnight to the following address: _____
- _____
- _____
- No proof necessary—this title is an exact reprint

Step 6: Specify any critical event date or other delivery deadline

Step 7: List the shipment address, contact name, and phone number:

Check any special shipping requirements

- Pallet jack needed
- Inside delivery
- Lift gate required
- Residential address (delivery appointment is also required)
- Delivery appointment (phone # required) _____
- Any other special shipping, packaging, or labeling requirements:

NOTE: Items #1 - #5 are needed at time of order so that we may start work on your project.

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