

To be completed by staff only

Ref.:

Date:

Types of credit:

Quote / Order Form

Customer Details

Name:

Address:

Post Code:

Phone / Mobile:

Email:

Notification

Once we have received your order form, we will process and send your invoice within 48 hours.

Please choose preferred invoice method. By:

SMS

Email

Phone

Code	Products	Qty	Microns	Single/Doubled	File Name	completed by staff only
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
Total Product(s):					No. items:	
Total Weight(s):					Delivery:	
					Total:	

File Requirements

Ensure your file(s) meet our requirements:

- > High quality JPEG, TIFF (flatten) or EPS
- > CMYK colour mode and correct sizes of file.
- > Include 6mm bleeds

You can use www.wetransfer.com (up to 2GB) to upload your file to files@sunnydigitalprints.com. (this is a free service, no registration needed)

We also use [Dropbox.com](https://www.dropbox.com) for secure transfer of files over internet, by a sharing folder. More info at: www.sunnydigitalprints.com/categories/Upload-Your-Files

Services*

We are able to offer the following services:

- > I.D Cards
- > Numbering each plastic cards
- > Signature Strip
- > Barcodes

Please give as much info as possible below, if you wish to add these services to this order; we will contact you with further info and total costs.

Any other info?