# HEAVEN-on-EARTH

## Marketing and Image Management Company

*A Full Service Company—Providing Client Care and Advice in Marketing, Event Coordination, Promotions and Image Management*

Email: robvickery@shaw.ca Bus: (250) 383.7914 1270 Johnson Street, Ste. 205, Victoria, BC, CANADA, V8V 3P1 Cell: (250) 886.1035 Fax: (250) 383.9068

# Fine Art Digital Printing Order Form

**Instructions**

1. Print off two blank copies: complete all "white areas"; all "grey areas" are for office use. Refer to the form "Digital Printing Price List.doc" for pricing, specs and terms. Orders will not be printed with out this information.
2. "**Proof Required**" column: please ensure that all appropriate boxes are checked. If proofs are required: check "yes"—an appointment will be made with the client in order to show proofs prior to printing; if proofs are not required: check "no", **and** enter your initials in the appropriate boxes located in the "**Proof Approved**" column. Orders will not be printed with out this information.
3. Client keeps one completed copy, the other is sent to the Printer (by fax, email, mail or delivered in person):
   ★ **F**: 250.383.9068 | **E**: robvickery@shaw.ca | 1270 Johnson Street, Ste. 205, Victoria, BC, CANADA, V8V 3P1 | **T**: 250.383.7914 | **C**: 250.886.1035

**Business Name**: _____ **Contact**: _____

**Address**: _____
**City** **Province** **Postal Code**

**Tel**: (250)_____ **Fax**: (250)_____ **Email**: _____

| Qty | Description | Unit Price | Total | Proof Req'd Y | Proof Req'd N | Proof Approved |
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**Sub-Total**
7% PST
**Total Printing Cost**
**DanFoss Couriers**
**Grand Total**

**Work Order #**: _____ **Account #**: _____

**Cash**: _____ **Check #**: _____ **Money Order #**: _____
**PST #**: _____ **PST Certificate of Exemption**: _____

The Client grants the Printer permission to commence with the above indicated work order.
I have read, understand and agree to the terms and conditions as stated in the "**Digital Printing Price List & Terms.pdf**" and the "**Addendum to Digital Printing Price List & Terms.pdf**":

_____
**Client's Printed Name**

_____
**Client's Signature**

_____
**Date**