

Client Sheet
PK Graphics

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General Info:

Company Name:

Company Shipping Address:

Email Address:

Web Url: *[If applicable]*

Shipping Info:

Airport Destination:

UPS FED EX Address:

Account #

Contact Info:

Contact Person:

Telephone: Fax: Cellular: Pager:

Second Contact

Telephone:

Credit Card Info:

Type of Card: Visa MC AMEX

Credit Card Number: Exp Date:

Credit Cards Holders Full Name:

Credit card Billing Address:

Second Credit Card Info:

Type of Card: Visa MC AMEX

Credit Card Number: Exp Date:

Credit Cards Holders Full Name:

Credit card Billing Address:

Step 1 - Determine Print Size & Quantity:

(If you do not have your own graphic design select from our Stock Graphics located in our web site or contact us for custom design services. - If you do have your own graphic design to submit via email proceed to step 2.)

Step 2 - Client Information:

If you're a new client complete a new client sheet. Otherwise please verify that a client sheet for your account already exists to expedite your order.

Step 3 - Prepare your graphics:

To submit your graphics for immediate processing do as follows: Download sample templates from our website if necessary and be sure to meet submission guidelines.

Submission Guidelines:

300DPI JPEG / PDF - cmyk color mode 1/8" Full Bleed (keep all images and text 1/8" from edge of specified print size) Use an archiving utility such as WinZip or Stuffit to submit the file. Include a completed Client Sheet in the archive if necessary

[For Further details on guidelines visit our website]

Step 4 - Submit your work

Send an email with your attachment to jobs@pkgraphics.com, include a contact name and number.

Step 5 - Confirmation

A PKgraphics Sales Rep will contact you to confirm your order and to process payment. If you have not received a confirmation call back or email from PKgraphics within 2 hours please contact our office for immediate attention and to verify that your order has been received and processed.