



Color Q Order Form

800.999.9818

www.colorq.com

C O L O R Q O R D E R F O R M

Art Prints, Giclee and Greeting Cards

IMPORTANT!

Please read carefully before completion. Please mark appropriate boxes. Your order will be delayed if not completed.

Color Proof

Please send me a color proof at Color Q's expense. I will review the proof for color accuracy and will note any marks or blemishes that are not on my original art. I agree to return the signed proof to Color Q within a two day period to avoid delays in the order. If a signed proof is not returned you will be charged an additional \$100 for a new proof. I understand Color Q cannot meet original ship date without prompt return of the color proof. I also understand that any additional proofs will be \$100.

Waive Color Proof

Please match my original as close as possible. I will accept the final print without seeing a color proof in order to prevent any delay in the processing of my order. I understand Color Q will review the proof against my original and will make every effort to provide me with a pleasing color match.

Customer Press Run

All customer press runs will receive a color proof prior to press date. Color proofs must be returned to Color Q within a two day period to meet scheduled press time.

Indicate the number of pieces you are enclosing with your order:

Original Art: _____
 Transparencies: _____
 Disk: _____
 Other: _____

1. Size Ordered (please use one order form for each product ordered)

8 1/2" x 11" 11" x 14" 16" x 20" 18" x 24" 22" x 28" 25" x 38" 28" x 40"

Quantities: 100 200 300 500 1000 2000 3000 5000 Other (please specify) _____

Paper Choices: 80# CQ Matte (most commonly used) 80# CQ Uncoated Vanilla 100# LustrO Dull (see enclosed samples) Custom Paper (please call for pricing)

2. Original Size: _____ x _____ **Image Size:** _____ x _____ Horizontal Vertical Square

Reproduce Art same size (Do not enlarge/reduce) Okay to crop image to stated size* Do not crop, change size if necessary

**Cropping: This occurs when original painting is not proportional to image size requested. This portion of image will not print.*

3. Border Sizes: Top _____ Bottom _____ Sides _____ Standard 1/2" all sides
 Center image on page

4. Finished Size: _____ x _____

5. Type placement: No Type Disk Supplied Rough Layout enclosed

Typeset as follows: (Print exactly as you would like type to appear - i.e., caps, lower case, etc.)

Title: _____ Center in border below image Center 1/8" below image
 Left bottom corner Left corner 1/8" below image
 Right bottom corner Right corner 1/8" below image
 Center bottom edge In image area (see layout)

Copyright: _____ Center under title Center bottom edge
 Left bottom corner Left corner 1/8" below image
 Right bottom corner Right corner 1/8" below image

6. Giclee prepress set up services:

From original artwork or high quality transparency From digital file (variety of formats accepted) Reprint - All same
\$300.00 **\$200.00** **\$100.00**

7. Printed on Fine Art Canvas or Watercolor Paper

Giclee Pricing (price per square inch) 1-9 10-30 31-75 75+
 0.17 0.16 0.15 0.12

8. Do you plan to be present during your press run for the additional cost of \$200.00?

No Yes Day _____ (Mon.-Fri.)* Morning Afternoon

**You will be contacted to schedule an exact time. In case of a cancellation, please give 48 hours notice.*

9. Items Ordered (please check quantity and paper choice for each item ordered)

Post Cards

3 1/2" x 5 1/2" 4" x 6" 5 1/2" x 8 1/2" Other _____

Business Cards

3 1/2" x 2" Other _____

Greeting Cards

8 1/2" x 5 1/2" (Folds to 4 1/4" x 5 1/2") 10" x 7" (Folds to 5" x 7") Other _____ (Folds to _____)

**Do you wish to have your greeting cards shrink wrapped for .30¢ per 100? No Yes*

Quantities: 100 200 300 500 1000 2000 3000 5000 Other (please specify) _____

Paper Choices: 80# CQ Matte (most commonly used) 80# CQ Uncoated Vanilla 100# LustrO Dull (see enclosed samples) Custom Paper (please call for pricing)

10. How do you want your image placed on the front of the card?

Horizontal Format Okay to crop Do not crop Full Bleed Image on disk
 Vertical Format Image Size: _____ x _____ Border Sizes: _____ T _____ B _____ S

11. How do you want your type placed on the card?

Disk Supplied Typewritten copy enclosed Rough layout enclosed
 No Type Front Back Inside Centered Bottom Post card format (with stamp box and line)

12. Do you wish to order envelopes for your greeting cards at 10¢ each?

No Yes Please send _____ envelopes with my order. Size _____

13. Do you wish to order boxes for your greeting cards at \$1.50 (4 1/4" x 5 1/2") or at \$2.00 (5" x 7") each?

No Yes Please send _____ 4 1/4" x 5 1/2" boxes with my order.
 No Yes Please send _____ 5" x 7" boxes with my order.

C O L O R Q O R D E R F O R M

Placing an Order

Follow these easy steps to place your order.

IMPORTANT!

Please read carefully before completion. Please mark appropriate boxes. Your order will be delayed if not completed.

Cropping: Refers to part of the painting image not printing. This sometimes happens if your painting is not proportional to the dimensions of the image size selected. Color Q recommends the use of a proportional scale to ensure that the best image size has been selected.

• Please use the price list that was provided in your art kit to determine reproduction costs.

Indicate the number of pieces you are enclosing with your order:

Slides: _____
Color Photos: _____
B & W Photos: _____
Transparencies: _____
Original Art: _____
Disk: _____
Other: _____

STANDARD TURN AROUND TIME IS 6 WEEKS

(For a 3 week turn around add a 30% rush fee.)

Color Q can accommodate almost any special request. We can reduce or enlarge any painting, print your text in reverse type, add color to the border, print your watercolors showing deckled edges and utilize image manipulation or color enhancement. Please contact your printing consultant to determine the additional costs for any special request.

If you are supplying a painting that contains metallic or fluorescent colors please note that these colors do not reproduce accurately in our four color process. If you have any questions or concerns before placing an order with these properties, please contact your printing consultant.

There will be an additional charge of \$100.00 for requested second color proofs.

1. **REMOVE ALL FRAMEWORK AND GLASS FROM YOUR ART.**
2. Be sure your package cannot be folded during transit by including several sheets of corrugated cardboard, plywood, masonite, etc.
3. Shipping Address: **Color Q
540 Richard Street
Miamisburg, Ohio 45342**

Color Q and its authorized representatives will respect your artwork and care for it while in our possession as if it were our own. Each piece is carefully unpacked, inspected, and stored in a safe place.

1. The purchaser warrants that this order, to his knowledge, is correct and that there are no conditions or agreements relating to the order which are not written or accompanying said order.
2. All preparatory material and digital files are property of Color Q. Digital files are archived for 3 months.
3. Typesetting and layout will be done at Color Q's discretion, in the best interest of the customer, unless a layout is provided.
4. Proposals are only for work according to the original specifications. If through the customer's error or change of mind, work has to be done a second time or more, such extra work will carry an additional charge.
5. Unless specified by the customer or dealer, reproductions of pictures or illustrations will be cropped by Color Q at its discretion, as seems to be in the best interest of the customer.
6. It is expressly agreed that Color Q or its authorized representatives shall not be held liable for loss or damage on account of delays due to strikes, wars, fires, floods, accidents, government or municipal laws, rules, regulations, acts of providence or contingencies beyond the Company's control.
7. No illegal literature will be printed by Color Q or its representatives under this contract, nor shall Color Q or its representatives be liable for any damages arising out of violation of copyright laws or trade names or slogans. The customer also guarantees the legal propriety of all matter submitted to Color Q or its representatives for printing and/or publication.
8. In placing this order, the purchaser certifies that he/she possesses the reproduction copyrights to the art to be reproduced. By delivering the purchaser with the finished printed material, Color Q thereby acknowledges that any and all ownership of copyrights on said printed material is maintained as property of the purchaser.
9. This agreement shall be governed by and construed in accordance with the laws of the State of Ohio and any action arising from this agreement shall be exclusively venued in the Courts of the State of Ohio, Montgomery County, and the United States District Court for the Southern District, Western Division of Ohio, with respect hereto.
10. Color Q's liability under this contract shall in no event exceed the amount of Customer's order and Customer shall not be entitled to any consequential or special damages. There will be a charge of 50% of job total for cancellations for any reason.

SIGNATURE _____

I certify that I have the reproduction rights to the enclosed artwork and authorize Color Q to reproduce the original as stated above. (Must have signature to proceed with order)

If you need assistance, call your Printing Consultant at 1-800-999-9818