



Custom Print Art Request Form

Distributor Information

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Attn _____

Shipping Information (If different then distributor)

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Attn _____

Date _____ Job Name _____

Print Name _____ PO# _____

Specify Item(s):

Item # _____ Description _____

Beverage Napkin Luncheon Napkin Dinner Napkin Placemat Traycover
 Coaster Napkin Band Other _____

Artwork Availability:

Disk Supplied Email Requires Design
 Other _____

Ink Colors: (Placemat printing up to 6 colors, Napkin printing up to 4 colors)

Front side: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____
 Back side: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Bleed: Yes No

Die Cut: N/A Die# _____
 (See Die Line Chart)

Napkin Color: _____

Instructions to Artist: Artist follow Instructions Design & layout up to Artist

Mail art request form along with customer artwork to:

Graphic Management Specialty Products
 Attn: Customer Service
 139 Evergreen Road • Oconto, WI 54153
 Phone 800-421-0039. Ext. 109