



## Printing Order Form Instructions

1. Complete all pages of this order form.
2. PDF proofs will be provided by email if an email address is provided (on last page).
3. Mail pages of completed form and additional materials as needed to produce your order (along with your money order if not paying by credit card) to:

### **Kaye & Associates**

8223 Harrison Circle

Bloomington, MN 55437

prints@deanokaye.com

Phone 952-831-0781 • Fax 952-831-0782

4. You may also fax the completed form to 952-831-0782. If faxing order form, photos should be emailed: prints@deanokaye.com



**PART 1A • COMP CARDS** – Printed in full color, 2 sides, on 120 lb. premium card stock. Inspect your photo choices closely for clarity and color. Choose your design and write file, negative or print number in the blank illustration areas.

<b>FRONT</b>	<b>BACK 1</b>	<b>BACK 2</b>	<b>BACK 3</b>

CHOOSE DESIGN <input type="checkbox"/> BACK 1 <input type="checkbox"/> BACK 2 <input type="checkbox"/> BACK 3	QUANTITY <input type="checkbox"/> 50 <input type="checkbox"/> 100 <i>(See prices on next page)</i>
NAME TO BE PRINTED ON COMP CARD  	

<b>WOMEN</b>	HEIGHT	BUST	WAIST	HIPS
	SIZE	SHOE SIZE	HAIR	EYES

<b>MEN</b>	HEIGHT	SUIT	WAIST	INSEAM
	SHOE SIZE	HAIR	EYES	SHIRT SIZE – NECK:      SLEEVE:

<b>KIDS</b>	DATE OF BIRTH	HEIGHT	SIZE	SHOE	HAIR	EYES
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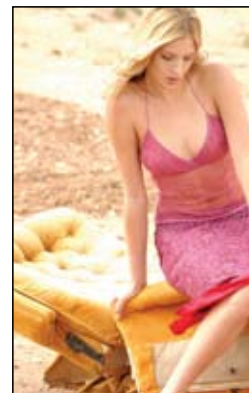
**PART 1B • PRINTS AND LASER COPIES**

– Prints are printed on photographic paper; laser copies are printed on 32 lb. premium paper. They are available in full color or black & white, and 8" x 10" or 9" x 12". (See prices on next page)

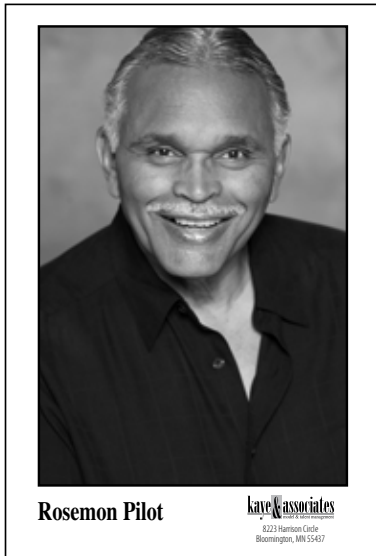
<b>PRINTS</b> – Choose print type, size and quantity; provide file numbers in blank spaces					
PRINT TYPE			SIZE		
<input type="checkbox"/> COLOR <input type="checkbox"/> B&W		<input type="checkbox"/> 8"x10"		<input type="checkbox"/> 9"x12"	
QUANTITY OF EACH PRINT					
<b>LASERS</b> – Choose print type, size and quantity; provide file numbers in blank spaces					
LASER TYPE			SIZE		
<input type="checkbox"/> COLOR <input type="checkbox"/> B&W		<input type="checkbox"/> 8"x10"		<input type="checkbox"/> 9"x12"	
QUANTITY OF EACH LASER					



SPECIAL INSTRUCTIONS



**PART 1C • HEAD SHOTS** – Printed on 8" x 10" photographic paper in black & white or full color.



**DESIGN 1**

Black rule with name and logo



**DESIGN 2**

Black rule with name only



**DESIGN 3**

Full page photo with name in corner

CHOOSE DESIGN			CHOOSE OUTPUT	
<input type="checkbox"/> DESIGN 1	<input type="checkbox"/> DESIGN 2	<input type="checkbox"/> DESIGN 3	<input type="checkbox"/> BLACK & WHITE	<input type="checkbox"/> FULL COLOR
QUANTITY				
<input type="checkbox"/> 50	<input type="checkbox"/> 100	<input type="checkbox"/> Other _____ ( See prices below; call 952-831-0781 for pricing on larger quantity)		
NAME TO BE PRINTED ON HEAD SHOT				
SPECIAL INSTRUCTIONS				

**PRICE LIST**

<b>Comp Cards</b>	
Printed in full color, 2 sides, on 120 lb. premium card stock	
50 Comp Cards	\$ 70.00
100 Comp Cards	\$ 110.00
<b>Actor Head Shots</b>	
Printed in full color or black & white on photographic paper	
Quantity – 50	\$ 85.00
Quantity – 100	\$ 110.00
<b>9 x 12 Portfolio Prints – Prints or Laser Copies</b>	
Prints on photographic paper or laser copies on 32 lb. premium paper	
Prints on Photographic Paper	\$ 18.00 ea
Laser Copies	\$ 8.00 ea
<i>For volume discounts, call Kaye &amp; Associates at 952-831-0781</i>	

## PART 2 • ORDER INFORMATION

DATE OF ORDER	DATE RECEIVED (OFFICE USE ONLY)
NAME OF TALENT	
NAME OF AGENCY	

## PART 3 • SHIPPING — All shipments go out FedEx. Circle one: **NEXT DAY** **2ND DAY** **GROUND**

SHIP TO (NAME)		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE	EMAIL ADDRESS	

## PART 4 • PAYMENT METHOD

<input type="checkbox"/> Money Order <i>(Make money order payable to Kaye &amp; Associates)</i>	
<input type="checkbox"/> Visa / MasterCard / Discover / Amex	
CREDIT CARD NUMBER	EXP DATE

## INSTRUCTIONS

To submit your order, complete all information and follow instructions on cover sheet of this form.

## PART 5 • ORDER TOTAL

Comp Cards	\$
Prints	\$
Laser Copies	\$
Head Shots	\$
<b>Order Subtotal</b>	\$
Shipping (Call for Rate)	\$
<b>Total</b>	\$

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