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# PURCHASE ORDER

P.O. #:

DATE:

BILL TO			
ASI #/Customer #:		Street Address:	
Company Name:			
Contact:		City, ST Zip:	
Phone:		Fax:	
Email Address:			
SHIP TO			
Company Name:		Street Address:	
Contact:			
		City, ST Zip	
SHIP VIA	3 <sup>RD</sup> PARTY BILLING#	REQUIRED SHIP DATE	IN HANDS DATE

ITEM #	QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL

**'ADDITIONAL INFORMATION/SPECIAL INSTRUCTIONS:**

**Art Requirements:** Please send all artwork to [art@illiniline.com](mailto:art@illiniline.com). All files must be Macintosh compatible. The factory uses the latest versions of Adobe Illustrator and Adobe Photoshop. Artwork must be vector art with type/fonts converted to outlines or curves. For scanned images, minimum resolution is 600 DPI. Artwork cannot be larger than 3 MB. Accepted file extensions are .eps, .tiff., .ai, .psd, .pdf., .jpeg.

A black and white version of the artwork *must* accompany faxed purchase orders in order to guarantee the integrity and content of the artwork.

SET-UP CHARGE	
PAPER/EMAIL PROOF (CIRCLE SELECTION)	
PMS COLOR MATCH	
ADDL RUN CHARGE	
LTM CHARGE	
DROP SHIP	
TOTAL	

Authorized by \_\_\_\_\_

Date \_\_\_\_\_