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# Print Order Form...

Please use this form for print orders, including:

- prints from digital camera images, pre-scanned files or other digital art files.
- reprints of previous orders.

*Do NOT use this form for photo restoration and photo enhancement projects or for prints ordered from photos, documents, negatives or slides that need to be scanned. For posters, signs and banners, please contact us for a quote.*

If your print order is from digital camera files or scanned image files, you can upload them directly to us at our **Upload Images** page or send them on a CD or DVD.

When you have completed this form, please save it to your desktop or another location on your hard drive and attach it to an e-mail addressed to [info@milestoneimages.net](mailto:info@milestoneimages.net) or print it and send it to us at the address listed above. Upload, email or send your images along with this completed form.

When we receive your order, we will review it and provide you with a final price confirmation prior to beginning your print order.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**DATE ORDERED:** \_\_\_\_\_ **DATE DUE:** \_\_\_\_\_

## Print 1:

Image description, file name, or number: \_\_\_\_\_

Format provided as source for prints: Digital File \_\_\_\_\_  
 Scanned File \_\_\_\_\_  
 Negative \_\_\_\_\_  
 Slide \_\_\_\_\_  
 Other \_\_\_\_\_

Print Type: Black & White \_\_\_\_\_ Sepia (brown) Tone \_\_\_\_\_ Color \_\_\_\_\_

(Standard Print Sizes: 3x5, 4x6, 5x7, 8x10, 8.5x11, 11x14, 12x18, 13x19, 16x20, 17x22, 20x24, 20x30, 24x36 or indicate the specific print sizes needed)

First Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_

Additional Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_

Additional Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_

(Paper Options: Luster, Enhanced Matte, Glossy, Semi-gloss, Matte Canvas, Gloss Canvas, Satin Canvas, Velvet Textured Fine Art Paper, Watercolor Paper, UltraSmooth Fine Art Paper)

Paper Surface: \_\_\_\_\_

Other Services: Mount on Foam Core \_\_\_\_\_

Protective Spray \_\_\_\_\_

Text: \_\_\_\_\_

Comments or special instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Print 2:

Image description, file name, or number: \_\_\_\_\_

Format provided as source for prints: Digital File \_\_\_\_\_

Scanned File \_\_\_\_\_

Negative \_\_\_\_\_

Slide \_\_\_\_\_

Other \_\_\_\_\_

Print Type: Black & White \_\_\_\_\_ Sepia (brown) Tone \_\_\_\_\_ Color \_\_\_\_\_

(Standard Print Sizes: 3x5, 4x6, 5x7, 8x10, 8.5x11, 11x14, 12x18, 13x19, 16x20, 17x22, 20x24, 20x30, 24x36 or indicate the specific print sizes needed)

First Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_

Additional Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_

Additional Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_

(Paper Options: Luster, Enhanced Matte, Glossy, Semi-gloss, Matte Canvas, Gloss Canvas, Satin Canvas, Velvet Textured Fine Art Paper, Watercolor Paper, UltraSmooth Fine Art Paper)

Paper Surface: \_\_\_\_\_

**Other Services:** Mount on Foam Core \_\_\_\_\_  
Protective Spray \_\_\_\_\_

**Text:** \_\_\_\_\_

**Comments or special instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Print 3:

Image description, file name, or number: \_\_\_\_\_

Format provided as source for prints: Digital File \_\_\_\_\_  
Scanned File \_\_\_\_\_  
Negative \_\_\_\_\_  
Slide \_\_\_\_\_  
Other \_\_\_\_\_

Print Type: Black & White \_\_\_\_\_ Sepia (brown) Tone \_\_\_\_\_ Color \_\_\_\_\_

*(Standard Print Sizes: 3x5, 4x6, 5x7, 8x10, 8.5x11, 11x14, 12x18, 13x19, 16x20, 17x22, 20x24, 20x30, 24x36 or indicate the specific print sizes needed)*

First Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_  
Additional Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_  
Additional Print Size: \_\_\_\_\_ Number of prints \_\_\_\_\_

*(Paper Options: Luster, Enhanced Matte, Glossy, Semi-gloss, Matte Canvas, Gloss Canvas, Satin Canvas, Velvet Textured Fine Art Paper, Watercolor Paper, UltraSmooth Fine Art Paper)*

Paper Surface: \_\_\_\_\_

**Other Services:** Mount on Foam Core \_\_\_\_\_  
Protective Spray \_\_\_\_\_

**Text:** \_\_\_\_\_

**Comments or special instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like framing recommendations and prices? Yes \_\_\_\_\_ No \_\_\_\_\_

Preferred method of return shipment: Priority Mail \_\_\_\_\_ UPS \_\_\_\_\_ FED-EX \_\_\_\_\_

Other \_\_\_\_\_

### **Payment Arrangements**

Our standard payment arrangements require a fifty percent payment at the time you accept our quote, with the remainder due at project completion. We will provide payment instructions for using Pay Pal or other forms of payment once you accept the final price quote. Please tell us how you plan to make payment so we provide the right information to you:

I plan to make payment by: Pay Pal \_\_\_\_\_

Check \_\_\_\_\_

Money Order \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_