



# PRINTWORK ORDER FORM

- This is an interactive PDF and can be filled out on most computers. It can be completed by hand if necessary.
- Complete, save, and print this interactive PDF document.
- Sign your name on the "signature" line of your printed copy and email, fax, or mail both pages to your sales representative.

**NAME and/or COMPANY NAME:**

**PRODUCT (dropdown)**

If you've selected the "Other" option, please specify below:

**SIZE (write in)**

**QUANTITY (k f]h' ]b)**

**PRINTING SPECS / COLOR (dropdown)**

If you've selected the "Other" option, please specify below:

**FINISH (dropdown)**

Please enter any Finish / Materials / Stock notes below:

**MATERIALS / STOCK (dropdown)**

- DIGITAL PROOFS REQUIRED**
- PRINTED PROOFS REQUIRED**
- NO PROOFS REQUIRED**

**BILLING INFORMATION**

**ADDITIONAL NOTES**

We ship ground (standard). Specify any important info and instructions below:

**SHIPPING INSTRUCTIONS**

- SAME AS ABOVE**
- PICKUP AT PPHQ**
- LISTED BELOW**

**DESIGNING & SUBMITTING YOUR ARTWORK FILES**

Incomplete, incorrect, or illegible art files will result in production delays, and possibly poor presentation of final product. Have your artwork Designed by a Professional Graphic Designer. Ask us if you need help.

- ALL IMAGES MUST BE 300 D.P.I. RESOLUTION or higher.
- ALL IMAGES MUST BE CMYK and/or properly prepared PANTONE files. Do not submit Pantones unless you've ordered them.
- ADD 3mm or .125" BLEED to all sides of ARTWORK.
- TEXT and LOGOS should not be closer than 3mm or .125" to the die-cut lines.
- EPS and PDF file formats EXTREMELY PREFERRED. PSD files are prone to problems but are RELUCTANTLY ACCEPTED.
- QXD and INDD files are NOT ACCEPTED. NO GIF or JPEG files ever.
- ALL TEXT must be CONVERTED to OUTLINES (Illustrator, Quark, Indesign) or RASTERED / FLATTENED (Photoshop).
- ALL IMAGES must be EMBEDDED (Illustrator, Quark, Indesign) or RASTERED / FLATTENED (Photoshop).
- SAVE your files as SINGLE ARCHIVES (.zip or .sit) named only with your COMPANY or PROJECT TITLE and the word ART (ex. YOURNAME\_ART.zip).
- ALL ART FILES should be UPLOADED from our WEB-BASED UPLOAD APPLICATION: [www.piratespress.com/upload](http://www.piratespress.com/upload)

\*\*\* Please fill out your Order Forms properly. Make sure the Artwork you are submitting matches your Order Form and the Sales Order (or Estimate) that you have received from your Sales Rep. If it doesn't, make sure it gets adjusted immediately to avoid delays in production.



# TERMS & CONDITIONS

**NAME and/or COMPANY NAME:**

We do not include shipping or some film charges or charges for additional artwork adjustment in our quotes, they may be added in final invoices. Orders require 60-75% of total balance when submitted and the remainder before the final product is shipped. Orders totaling less than \$1000 require 100% pre-payment. Orders submitted from customers outside of the United States require full balance upon ordering. We accept all standard forms of payment; however first time customers are required to make payment by secured funds (bank transfer, money order, cashier's check), unless discussed with your sales representative before hand. We also accept PAYPAL and Visa/MC/AMEX balance payments as well, subject to a job processing fee. Customer agrees that they bear all financial responsibility for orders placed, and is liable for additional fees, and finance charges due to late payment, and authorizes Pirates Press to use any and all legal measures to collect upon outstanding balance.

**CHECKS:** Make checks **PAYABLE TO: PIRATES PRESS** and **MAIL TO: 980 Harrison Street, San Francisco, CA 94107**

**VISA/MC/AMEX PAYMENTS:** Additional Processing Fees Apply. Please request a **CREDIT CARD AUTHORIZATION FORM** from your Sales Rep.

**WIRE PAYMENTS:** Please instruct your bank to have all fees covered on your end or you will be billed for them.

The Account Name: PIRATES PRESS, INC.  
Routing Number: 322271627 / Account Number: 3950544003  
Bank Address: Chase Bank / 301 Clement Street, San Francisco, CA 94118  
SWIFT CODE (CHASUS33)

**PAYPAL:** Our ACCOUNT is [skippy@piratespress.com](mailto:skippy@piratespress.com)

PLEASE MAKE SURE ALL FEES ARE PAID FOR ON YOUR END. WE ONLY RECEIVE THE AMOUNT WE RECEIVE AFTER PAYPAL FEES ARE SUBTRACTED.

**Turn-around times are estimations and are not guaranteed.** We are not responsible for any consequential damages as a result of any delays or problems in production, nor are we responsible for expedited shipping as a result of delays or problems. We do, however, guarantee that you will receive the product ordered in its intended condition. All claims must be filed within 15 business days after product is received. We are not responsible for orders left over two months. Additional storage charges may then apply. All cancellations are subject to a \$300 cancellation fee (not to exceed 30% of job) as well as payment of all completed parts, at time of cancellation. *Any and all submitted materials are received as is;* and ( i.e. masters, art, film ) will be considered to be finished product ready for manufacturing. **Pirates Press will not make any adjustments or look for possible errors.** All artwork must be completed to our specifications, and should be accompanied by a proof or match print, in order to guarantee accuracy. Pirates Press will not be liable for printing errors if proofs are not supplied or requested for approval at time of ordering. All runs are subject to industry standard **10% over/ under-run** and will be adjusted on the final invoice. Order specification changes made after the job has been placed will be honored only if the product has not been produced or partially produced, and must be confirmed with a revised invoice sent to the customer. Claims will not be honored if the customer cannot produce an invoice received from Pirates Press which does not match the order as it was received. Prices are subject to change without notice.

Customer agrees in full confirmation to Pirates Press that the customer holds all rights of manufacture and distribute artwork covered by this confirmation. The customer further confirms that he/she does not violate the rights of any other qualified party. The customer bears all liability that the forgoing is correct and assumes the obligation to indemnify all qualified subjects for damages and or losses. In accordance with this confirmation, the customer agrees to provide the company register specifications or other data verifying its legal existence and if necessary, and copies of contracts to verify the legal possession of necessary rights. Customer is responsible for full payment of product manufactured regardless of ability to provide legal documentation. Pirates Press reserves the right to hold product until which time sufficient documentation has been provided.

Pirates Press reserves the right to change these terms at any time without notice. By placing an order or by receiving a quote online the customer agrees to all terms herein in addition to any changes or additions that may be made. Any additions or alterations to these terms will be posted to our website for public view. This contract is agreed, entered, and will be governed by the laws in the state of California. Further it is agreed that all legal claims by either party will be brought in the California court system in the city of San Francisco.

The customer declares by signing that he/she has read, agrees to, and understands the terms of this document.

Customer Name \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Name / Title (optional) \_\_\_\_\_

Billing Address \_\_\_\_\_