



LETTERHEAD

Submission Instructions

1 Fill out the following forms.

Be sure to include prefixes on phone, cell, and fax numbers (*i.e.* **P:** 413-555-1234)

2 Save the file onto your computer.

Make sure it's easy to find!

3 Email the file as an attachment.

Email the filled out file to Paradise Copies at smithcopyprint@paradisecopies.com

4 Keep an eye out for confirmation.

When your request is processed, you will receive a proof and details about your order.

Name _____

Email _____

Phone _____ Need by Date _____

Choose a quantity from the dropdown below:

Pickup

(Same or next day)

Delivery

(2-5 business days)

Cost Center:

Deliver to:

Department:

