

IMPRINT REQUEST FORM & PROCESS

Please read carefully.

1. In the empty box below, please type the **EXACT** information (line by line) you would like printed on your brochures. This is a Fillable PDF, so the box will lengthen as you add lines of text. If you require specific type sizes or capitalization, please indicate them in the area below or in an email. The **same** imprint will be printed on all of your brochures. Indicate **all** information you would like printed, such as:

- Your Name
- Address(es)
- Designations/Titles
- E-Mail/Website
- Company
- City, State, ZIP
- Phone Number(s)
- FAX Number

2. Email this completed form to info@SchumacherPublishing.com or fax it to 714-908-0330.
3. If you want to include a logo or photo, please also send the digital file. For logos, vector format is preferred but eps, tiff, jpeg or pdf files are usually acceptable. For best results, photos should be at least 300 dpi.
4. If you have a previous imprint that you would like to continue to use, send us a copy and we will recreate it as closely as possible.
5. We will create your imprint and email you an Approval to Print form. At this point, you will be able to make changes.
6. Once you are satisfied with your imprint, please **SIGN** the Approval to Print form and email or fax it to us. No orders will be printed until we receive your signed approval. Your order will then be placed and your credit card will be charged.
7. Orders usually ship within 5-7 days after we receive your signed approval. Please allow 5-7 working days for standard UPS shipping. Expedited shipping is available for an additional charge.

SAMPLE IMPRINT

KOZLOWSKI & ASSOCIATES

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Willow Brook, IL 60480
(708) 839-3150
Fax (708) 456-5667

SAMPLE IMPRINT

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WILLIAM A. LAVETTE

207 Columbus Road, Suite 120
Athens, IN 45701
(614) 593-3678

SAMPLE IMPRINT

A&B
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There is a \$25 fee for cancelled orders.

IMPRINT QUESTIONS? CALL 1-800-827-7941

**Email your completed form to info@SchumacherPublishing.com
or fax it to 714-908-0330.**

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