

2018 Progress Order Form

Special Position _____

Date In _____ Salesperson _____

Account/Ad Name _____

Owner/Contact _____

Address _____

City/Zip Code _____

Phone _____ Fax # _____

Email _____

Website _____

Store/Brand Name _____

Title of ad/P.O. # _____

Horizontal ...

Vertical

4 Color

Proof Email Fax

Customer

Salesperson

Final Copy

Customer

Other _____

Article (for 1/2 & full pg. only):

Yes No Repeat from _____

If Yes, do they need a proof:

If No, do they get free color:

Editorial

Photo needed for ad: YES NO

If yes, taken by whom? _____

Subject _____

When _____

Editor assigned: _____

Full \$479
(9 3/4" x 15")

Kiel	Chilton	NH	EL	Hilbert	HG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1/2 \$309
(9 3/4" x 7 1/4")

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1/4 \$189
(4 3/4" x 7 1/4")

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

1/8 \$129
(4 3/4" x 3 3/4")

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Other
(size) _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Full \$239⁵⁰
(9 3/4" x 15")

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1/2 \$154⁵⁰
(9 3/4" x 7 1/4")

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1/4 \$149
(4 3/4" x 7 1/4")

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1/8 \$119
(4 3/4" x 3 3/4")

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other
(size) _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

PICK-UPS

Charge _____

Tearsheets

Info Attached

Info in Sales Folder

Done ad in Sales Folder
AND attached

Repeat _____
(date)

Done ad coming _____
(date)

Info coming _____
(date)

*Further Directions/Clarifications/
Special Requests*

Initials please

Graphics Department Only

TYPESETTER _____

BW: K C NH EL Hilbert HG

PROOFREADER _____

Color: K C NH EL Hilbert HG

