

Spotlight Printing

11574 Trask Avenue, Garden Grove, CA 92843

1. SHIPPING Please give physical address only. Federal Express does not ship to P.O. boxes.

PLEASE PRINT CLEARLY

Ship To: _____

Business: Residential:

Address (no P.O. Box): _____ City: _____

State: _____ Zip: _____ Day Phone: _____ Home Phone: _____

Email: _____

2. ORDER INFORMATION

NAME to appear on Headshot or Zed Card / Composite Card: _____

REMEMBER: Only fill in the items you wish to appear on your zed / comp card, typically there are no stats for headshots

MALE: FEMALE:

Height: _____ Sleeve: _____ Weight: _____ Waist: _____ Eyes: _____

Hair: _____ Inseam: _____ Shoe: _____ Bust: _____ Shirt: _____

DOB: _____ Suit: _____ Hips: _____ Dress: _____ Other: _____

3. LAYOUT

Please indicate which layout # you would like from here.
Head Shot Layout # :

HS 1 Border

HS 2 Border

HS 3 Insert

HS 4 Insert

HS 5 Full Bleed

HS 6 Full Bleed

HS 7 Bordered Name

HS 8 Double Inserts

HS 9 Square

HS 10 Square

Zed Cards/Composite Cards Layout # :

Front :

ZF 1 Full Bleed

ZF 2 Border

ZF 3 Border On Bottom

ZF 4 Full Bleed

ZF 5 Border

ZF 6 Half

ZF 7 Half

Back :

ZB 1 3-Bordered

ZB 2 4-Bordered

ZB 3 4a-Bordered

ZB 4

ZB 5

ZB 6 5-Bordered

ZB 7 5-Bleed

ZB 8

Business Card Layout # :

BC 1 Vertical-border

BC 2 Horizontal

BC 3 Full Bleed

Post Card Layout # :

PC 1

PC 2



Label each photo with the corresponding number from the layout. If sending files digitally, please indicate which file goes in each position on the layout.

MOST ORDERS SHIPPED WITHIN 48-72 HOURS! (after proof approval)

4. PRICE LIST -

Description	Price	Check Items You Wish To Order	Quantity
100 B & W Headshots	\$ 49		
300 B & W Headshots	\$ 65		
500 B & W Headshots	\$ 95		
100 Color Headshots	\$ 79		
300 Color Headshots	\$ 95		
500 Color Headshots	\$ 149		
Add Second side to Color Headshot	\$ 65		
100 Color Zed Cards / Composite Cards	\$ 79		
300 Color Zed Cards / Composite Cards	\$ 135		
500 Color Zed Cards / Composite Cards	\$ 235		
500 Color Actor / Model Business Cards	\$ 25 ~ Hot Deal !!		
200 Color Actor / Model Postcards (1 side)	\$ 50		

600 Color Actor / Model Postcards (1 side)	\$ 99		
1000 Color Actor / Model Postcards (1 side)	\$ 150		
200 Color Actor / Model Postcards (2 sides)	\$ 85		
600 Color Actor / Model Postcards (2 sides)	\$ 150		
1000 Color Actor / Model Postcards (2 sides)	\$ 250		
Resume printing on back (pdf file only)	\$ 35		
300 Single Sided Pocket Headshots	\$ 35		
300 Double Sided Pocket Headshots	\$ 55		
U/V Coating (Headshot or Zed Card)	\$ 20		
CA residents add 7.75%			

5. Shipping

Fed-Ex Ground 3-5 days delivery \$9.99

Fed-Ex Express 2 days delivery cost \$25

Fed-Ex Overnight cost \$35

6. Billing Information

We accept Personal Checks, Money Orders, Cashier's Checks, Credit Cards.

American Express

Discover

Credit Card:

Master Card

Visa

Name on Card: _____

Credit Card Number: _____

Exp. Date: Month: _____

Year: _____

Billing Address: _____

State: _____

City: _____

ZipCode: _____

Country: _____

AN INVOICE WILL BE MAILED WITH YOUR ORDER ALONG WITH CREDIT CARD RECEIPT.

7. Agreement

Terms & Conditions

The person signing this form accepts total responsibility for full payment and any additional costs that may be incurred in the production of this order under the following Terms and Conditions. 1) All orders must come accompanied with full payment before any work will begin. There is a \$15.00 service charge on returned checks. 2) Copy must be clearly printed or typed; Spotlight will not be responsible for errors resulting from ambiguities. 3) Whereas every care is taken, Spotlight will not be held responsible for loss or damage to negatives or photos. 4) Where a proof is waived, layout and cropping are at Spotlight's discretion and we will not be held responsible for client dissatisfaction. When client asks Spotlight employees to check the proof, Spotlight will not be held responsible for any client dissatisfaction. 5) Cancellations prior to printing are subjected to a charge of 50% of the total price of the order. 6) The client shall obtain any permission necessary to reproduce photos/artwork. 7) Orders or originals left uncollected by client within 3 months of order date may be disposed of at discretion. 8) Spotlight reserves the right to use samples for promotional purposes unless expressly prohibited by client at time of order. 9) Clients have 7 days to express dissatisfaction 10) Customers, must take special care when proofing there orders, once a proof has been APPROVED, Spotlight Printing we will not be held responsible for client dissatisfaction.

I have read and agree to the Terms and Conditions as set forth above. All information on this form is correct and will be printed exactly as indicated.

Customer 's Signature _____ Date _____