

# PENNY LANE

PRINTING SERVICES

## Penny Lane Printing Services Order Form

Please include one order form along with each piece of artwork.

Print this order form and ship it along with your original artwork or digital file(s) to:

**Penny Lane Publishing**  
**Attn: Penny Lane Printing Services**  
**1791 Dalton Dr.**  
**New Carlisle, Ohio 45344**

Name: \_\_\_\_\_ Studio: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Shipping Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Image title: \_\_\_\_\_ Value: \_\_\_\_\_

Format of artwork:  original art  digital file

Size of original/digital file: width \_\_\_\_\_ height \_\_\_\_\_

Size to be printed: width \_\_\_\_\_ height \_\_\_\_\_

(note: this is the final paper size, including borders)

Add white border:  yes  no

Border size Top: \_\_\_\_\_ Border size Bottom: \_\_\_\_\_

Border size Left: \_\_\_\_\_ Border size Right: \_\_\_\_\_

Quantity to be printed: \_\_\_\_\_

A sales rep will contact you when we receive your order, payment arrangements will be made at that time. We require a 50% non-refundable deposit when you place your order, balance is due before the order ships. Artwork cannot be reproduced without written permission from the artist. If you are not the original artist written permission must be obtained before ordering reproductions. By submitting artwork to be reproduced you agree to hold Penny Lane Printing Services harmless from and against all costs, claims and liabilities arising from any claims that the artwork or reproductions infringes upon the copyrights of a third party. Digital files will be used solely for the purpose of reproducing artwork for artist. Penny Lane will keep all information and files confidential.

Artist has read and agrees to the Terms and Conditions:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1791 Dalton Drive, New Carlisle, OH 45344  
1-800-273-5263 ~ 937-849-1101 ~ fax 937-849-9666  
[www.PennyLanePublishing.com](http://www.PennyLanePublishing.com) ~ [info@PennyLanePublishing.com](mailto:info@PennyLanePublishing.com)