Digital Photo Prints

Please fill out this form as completely as possible and send with your files for processing to the address at right.

E Six Lab
of Atlanta Inc.

678 10th Street NW
Atlanta, GA 30318
404-885-1293
877-885-ESIX
www.e-sixlab.com
info@e-sixlab.com

LET US KNOW: Please e-mail us at **info@e-sixlab.com** and let us know you have sent an order. When we receive your job you will be notified of its arrival and schedule for completion.

Contact/Shipping Info

❑ New Customer? How did you hear of E-Six?_____

❑ Existing Customer

Company _____

Contact _____

Address _____

Suite/Room _____

City _____ ***State*** _____ ***Zip*** _____

Phone _____ ***Ext.*** _____

Fax _____ ***Night/Cell*** _____

Email _____

INTERNAL USE ONLY

IN: _____

PROCESS OUT: _____

PRINTS OUT: _____

Payment Info

❑ **E-Six Account**

❑ **AMEX** ❑ **Visa** ❑ **MasterCard** ❑ **Discover**

Card # _____

Name _____ **Exp. date** _____

Optional Info

P.O. Number _____ **Job Ref.** _____

Shipping

❑ **Fed Ex:** ❑ Overnight (AM) ❑ Overnight (PM) ❑ 2-Day

❑ **UPS:** ❑ Overnight (AM) ❑ Overnight (PM) ❑ 2-Day ❑ Ground

❑ **Customer Pickup** ❑ **US Mail (not recommended)**

❑ **Other / Special:** ❑ See attached ❑ See special instruction section

Special Instructions

_____

_____

_____

Print Info

❑ **Normal Turnaround 48 hours**
20 prints or less - larger orders require addit. time

❑ **Rush Service - call for confirmation**
less than 48 hours

Image #	Filename	Print Size	Quantity	Surface	Border	No Crop	Photoshop Instructions
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____
_____	_____	_____	_____	G or L	Y or N	____	_____

Common Print Sizes: 4x6, 3.5x5, 5x7, 8x10, 10x12, 10x15
Surface: Glossy (G) or Luster (L) semi-matte
Border: 1/8" white border (Y), no border (N)

Unless you check "No Crop" above, prints will be cropped to center.

Photoshop enhancement charges are $20.00 per 15 minutes

Rush Jobs Require Confirmation . . . Call Us!

If you have work that requires same day turnaround please call prior to arrival so we are aware of your incoming order. Upon arrival you will be notified via e-mail with the specifics of your processing order.

Please provide all requested information. Incorrect or incomplete info will delay the processing of your order.

SIGNATURE REQUIRED TO PRODUCE JOB - *Sign Below*

By submitting your order, you agree to be legally bound by all of E-Six terms and conditions (as stated in our General Guidelines).

I authorize the work specified on this order and guarantee payment upon job completion or within the terms of your payment policies.

Signature _____ Date _____