



www.lenflash.com

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Graphic Design Order Form: Business & Corporate Identity Job #.....

Services:
[] Logo \$ _____
[] Brand Identity \$ _____
[] Flyer \$ _____
[] Label \$ _____
[] Business Card \$ _____
[] Letterhead \$ _____
[] Envelope \$ _____
[] Folder \$ _____
[] Greeting Card \$ _____
[] Hang Tag \$ _____
[] Other _____

Provided by Client
[] Logo
[] Images [] Other _____

File Type
[] PDF [] JPEG [] Illustrator File
[] TIFF [] PSD [] InDesign File

Specifications

Transmission of Media:
[] E-mail [] Flash Drive [] Pick-up CD - \$5

Additional Services: [] Photography (fill out Photography Order Form)

Payment Method: [] Credit Card [] Cash [] Check

Remarks:

Since our services are of a creative nature, we provide them "AS IS" and as specified in the order form based on our sole judgment and without regards to client's approval. Unless a rejection fee has been agreed in advance, there is no right to reject by a client including on the basis of style, color, composition, editing, usability or quality by a client. Any and all fees incurred in connection with the services are non-refundable. Any delay or failure of Lenflash.com to invoice you shall not be deemed a waiver or release from the obligation to pay fees. Any returned or cancelled checks shall be subject to a \$50.00 returned/cancelled check fee. You authorize us to charge your card for any fees you accrue in connection with the services. In addition to and without limiting our remedies at law or in equity, if you deliberately or inadvertently issue a chargeback to your credit card, you agree to pay a \$50.00 fee. Any past due balances shall bear interest rate at the highest legal rate permitted by applicable law. If your account is past due you agree to pay any and all collection costs including but not limited to court costs, attorney's fees, collection agency fees, and administrative costs. In addition, our services are subject to our Terms and Conditions, which can be found at www.lenflash.com/terms-and-conditions

Company Name: Memorandum #:

First Name: Last Name: Signature:

(For office use only)

Received By: Full Name: Date: Signature:

Picked-Up By: Full Name: Date: Signature:

Total Services: Total Charge: \$

Table with 6 columns: Invoiced, Invoice #, Captured, Payment Processed, Invoice Cleared, Merchandise Released; Submitted to Retouch, Retouch Completed, Images Sent, Signature 1, Signature 2, Revision 1; Revision 2

