



*For Internal Use Only:*

Book Title: \_\_\_\_\_

Quote #: \_\_\_\_\_

8089 Stadium Drive, Suite C  
Kalamazoo, MI 49009  
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## JOB ORDER CHECK LIST

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Ship to Address: \_\_\_\_\_  
Street City State Zip

Proof to Address: \_\_\_\_\_  
(if different from ship to) Street (no PO Box) City State Zip



1<sup>st</sup> Step – If you're an established customer move to 2<sup>nd</sup> step; if a new customer you will need to fill out a Confidential Credit Application and forward to your Sales Account Representative to establish an account for you.



2<sup>nd</sup> Step – To ensure accuracy when submitting your job order please review the items below and submit along with order (if applicable).

- ✓ Letter/PO with instructions specifying any changes that differ from quote provided from 360 Digital Books.
- ✓ In letter please note quotation number and version. Copy of quotation is recommended with quantity you require noted.
- ✓ Cash-In-Advance customers must include check for 100% of quoted amount, which includes per book price x quantity requested plus additional services total.
- ✓ Submission of orders on CD's/disks must be labeled with Company Name and Book Title of project.
- ✓ Jobs requiring Spine and Front stamping (for case bound books): artwork is required for the making of the dies at time of order. If any questions contact your Sales Account Representative.
- ✓ If multiple shipping destinations please provide additional addresses (use separate sheet if needed).
- ✓ Unless specified otherwise, we will ship all proofs Fed Ex P-1 and all bulk orders via Fed Ex Ground. If you require another method please specify.



Please refer to 360 Digital Books File Submission Guidelines for important information and instructions on how to upload files to 360 Digital Books FTP site.