

BILL POFF PHOTO WORKORDER

ICONS, Inc. □ 19 West Main St., STE D, Christiansburg, VA 24073-2968 □ 540-384-0110

DATE	JOB NO	PO NUMBER
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BILLING ADDRESS	RETURN SHIPPING ADDRESS
COMPANY	COMPANY
CONTACT	CONTACT
ADDRESS	ADDRESS
FLOOR SUITE	FLOOR SUITE
CITY, STATE ZIP	CITY, STATE ZIP

EMAIL	PHONE
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PROJECT NAME/DESCRIPTION	ESTIMATED # OF IMAGES
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Default image format is 3,000 pixel JPG file. If you require something different, let us know below.

FILE FORMATS <input type="radio"/> JPG <input type="radio"/> PSD (Photoshop) <input type="radio"/> PNG <input type="radio"/> Transparent Backgrounds	SPECIFIC FILE DIMENSIONS
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DO IMAGE FILES NEED TO CONFORM TO A SPECIFIC NAMING CONVENTION? IF SO, PLEASE DESCRIBE.

IMAGE FILE DELIVERY <input type="radio"/> Dropbox <input type="radio"/> Google Drive <input type="radio"/> Email	EMAIL ADDRESS FOR FILE SHARING
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PRODUCT RETURN <input type="radio"/> Dispose <input type="radio"/> Return to address above <input type="radio"/> Other:
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ANY SPECIAL BILLING INSTRUCTIONS	QUOTED PRICE
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OTHER INSTRUCTIONS (attach documents as needed)

Please complete this form and include with the products you are shipping for photography.