



Freelance  
· Marketing  
· Web  
· Picture Cd's  
· Graphics

ADDRESS: Orders · 1610 Indian Springs Drive · Conover, NC 28613  
PHONE: (828) 781-9842 · E-MAIL: [lasirrah@peoplepc.com](mailto:lasirrah@peoplepc.com)

# ORDER FORM

CUSTOMER INFORMATION			SERVICE REQUESTED:	
Name:			Data Merge:	<input type="checkbox"/>
Company:			Date:	
Address:				
City:	State:	Zip:		
Home Ph:	Bus Ph:		E-mail	

Scanning Ordering Instructions:	Data Merge:	(choose one)
<ol style="list-style-type: none"> <li>1. Enclose the database file in Excel, Word Table, text delimited, or Access format (CD or DVD)</li> <li>2. Enclose the document copy/graphics</li> <li>3. Specify the fields to be merged</li> <li>4. Place your completed <u>Order Form</u>, <u>Document Graphics/Layout</u>, <u>Database File</u>, and <u>payment method</u> in a moisture proof protective cardboard envelope and send to: Lasirrah Orders, 1610 Indian Springs Drive, Conover, NC 28613</li> </ol>	Total Recipients	x .25 ea. <input type="checkbox"/>
	Address Label Setup in Access:	
	Total Recipients	x .25 ea. <input type="checkbox"/>
	CD Charge: (choose one)	
	Each CD	\$3.00 <input type="checkbox"/>
	Each DVD	\$6.00 <input type="checkbox"/>

Specify Data Format, Page Layout, Page Size, Sorting, Label Size, etc:	Other notes:	Document Setup Fee \$150 Per Page (5 page max includes merge fields):
		1 Page <input type="checkbox"/> \$150 <input type="checkbox"/>
		2 Pages <input type="checkbox"/> \$300 <input type="checkbox"/>
		3 Pages <input type="checkbox"/> \$450 <input type="checkbox"/>
		4 Pages <input type="checkbox"/> \$600 <input type="checkbox"/>
		5 Pages <input type="checkbox"/> \$750 <input type="checkbox"/>
		Reprints: \$50 setup charge <input type="checkbox"/>
		<b>TOTALS:</b>

Lasirrah variable data merge includes setup of document in Word or Access format with graphics and merge fields. Merged Word documents are submitted to customer on a CD in either Word, or PDF format – ready for printing. For setup in Access, documents are setup in report formats and merged/run from the report setup by the customer or saved in a PDF format - ready to print.	Total Recipient Merge x .25:	\$
	Document Setup or Re-print	\$
	CD or DVD	\$
	Label Setup .25 x ea. Recipient	\$

Note: Lasirrah printing is not available at this time. Consult your local printer if services are needed.	NC sales tax:	\$ Included
	Shipping & Handling:	\$ 6.00

		<b>FINAL TOTAL:</b>	\$
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Payment Method:	Check <input type="checkbox"/>	Money Order <input type="checkbox"/>	Customer Signature:
New Customers: please enclose a photo ID (copy of driver license, library card, etc) for all check & credit card payments.	Visa <input type="checkbox"/>	Master Card <input type="checkbox"/>	
	Name on Card:		
Card #:	Exp Date:		

*Note: Please allow 4 weeks for order completion. An order confirmation will be sent upon receipt of order.*