



Tempus Gallery Album Printed by GP

To order a Tempus Gallery Album Printed by GP, simply send GP your disc with your album page layouts already created along with this order form - OR - fax your order form and FTP you album to ftp.gpalbums.com. Call 1-800-888-1934 for more information on creating an FTP account. If GP has already created an ftp folder for you, please notify us at ftpuploads@gpalbums.com after sending us a file via FTP.

Number all digital files in album sequence (the order in which you would like them to appear in your finished album). The file names should be in album sequence (e.g. page01.jpg, page02.jpg, page03.jpg, etc...) to ensure that the final prints appear in the correct sequence.

Prints will be processed on professional grade photographic paper. They will be lightly textured as part of the mounting and binding process unless otherwise specified below. Keep in mind while designing your album pages, that up to 1/8" will be trimmed on 3 sides of each photo. All adhesives used are archival quality. Turn-around time is four weeks.

Order Information

Date:	GP Account #:	PO#:
Studio Name:		
Contact Name:		
Billing Address:		
City:	State:	Zip:
Phone:	Fax:	
E-mail:		
Shipping Name:		
Shipping Address:		
City:	State:	Zip:
Ship Via: UPS Ground/UPS Air/Other _____ F.O.B. GP Albums		

Print Information:

Please check box if you do not want prints textured.

Album Information:

Please write in and circle as needed to indicate your desired options.

Customer Name/Order Number:	
Cover Style:	
Rectangular Sizes: 11x14 10x13 8x10 5.5x7 4 x 5 10x8 7x5	Square Print Size: 12x12 10x10 8 x 8 5 x 5
Page Color (seam color): Black White	Number of sides: _____ (from 20 to 60)
Cover Materials/Colors: Main Palette _____ OR Leather Palette _____ OR Fabric Palette _____	
Select color from the Main Palette or Leather Palette on pages 34-35 of the catalog. Leather colors are an additional \$40.00.	

Additional Albums:

_____ **Replicas** - please note quantity/material/sizes/cover material/cover color - must be ordered at same time as original album to get replica pricing.

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Optional Imprinting & Custom Tooling Information

Please circle as needed to indicate your desired options.

Studio Imprint Inside Front Cover Bottom Center: Silver Gold Blind Emboss None

If you would like a studio imprint, but do not have an imprint die on file, please contact GP Customer Service for more information.

Please add custom tooling: YES NO 3-Letter Monogram (use line one for monograms)
Position for tooling: Lower Right Upper Center Bottom Center Inside Front Cover Bottom Center CUSTOM
Custom tooling color: Silver Gold Blind Embossed (if applicable)
Tooling Style: Script Block

Line 1	
Line 2	
Line 3	

Please note that some cover materials with special patterns and fabrics cannot be custom tooled.

Order Amount

Tempus Gallery Album (printed by GP)	\$ _____ (see price list or call GP for pricing information)
Replica album(s) (printed by GP)	\$ _____ (see price list or call GP for pricing information)
Custom Tooling (optional)	\$ _____ (\$7.00 per line includes setup and stamping)
Studio Imprint (optional)	\$ _____ (\$7.00 per line includes setup and stamping)
Coating charge (*double coating required on inkjet prints)	\$ _____ (\$18.00 per album)
ORDER TOTAL	\$ _____ (Shipping, handling & insurance will be added to balance.)

Payment Instructions Please select your payment method.

A 50% deposit (approximate) is due when submitting your order sheet and images on disk or FTP. The balance plus shipping and handling will be invoiced at time of shipment. The balance will be subject to the standard payment terms on your existing account.

Deposit payment information: _____ **Check Enclosed** _____ **Credit Card**

Visa MasterCard Discover American Express

Please circle one if paying by credit card.

Card Holder:	Signature:
Card Number:	
Billing Address:	
Expiration:	3 or 4 digit Verification#:

Please send all correspondence and materials to:

GP ALBUMS
Attn: TEPMPUS GALLERY ALBUMS
 4045 N. Rockwell Street
 Chicago, IL 60618-3797

Phone: 800-888-1934/773-463-2424
Fax: 800-436-7763/773-463-3028
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Website: www.gpalbums.com