



Email: info@kentem.ca  
 Phone: 250-378-1864 / Fax: 250-378-2910  
 MAIN OFFICE: 2954B Shackelly Rd. Merritt B.C. V1K 1N9  
 SATELLITE OFFICE: P.O. Box 618 / 2025-Unit A, Granite Ave., Merritt B.C. V1K 1B8

# Service Order Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Agent: \_\_\_\_\_

Company or Band Name: \_\_\_\_\_

Phone Number (office): \_\_\_\_\_ (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- |   |                                      |   |                                     |   |
|---|--------------------------------------|---|-------------------------------------|---|
| <input type="radio"/> Business Cards    | <input type="radio"/> Copying        | <input type="radio"/> Training Manuals  | <input type="radio"/> Labels        | <input type="radio"/> Website Design      |
| <input type="radio"/> Letterhead        | <input type="radio"/> Scanning       | <input type="radio"/> Invoices          | <input type="radio"/> Stickers      | <input type="radio"/> Social Media Design |
| <input type="radio"/> Envelope          | <input type="radio"/> Posters        | <input type="radio"/> Note Pads         | <input type="radio"/> Digital Forms | <input type="radio"/> Photo Editing       |
| <input type="radio"/> Folding Brochures | <input type="radio"/> Invitations    | <input type="radio"/> Proposals         | <input type="radio"/> Signs         | <input type="radio"/> Video Editing       |
| <input type="radio"/> Flyers            | <input type="radio"/> Tent Cards     | <input type="radio"/> Calendars         | <input type="radio"/> Banners       | <input type="radio"/> Package Design      |
| <input type="radio"/> Rack Cards        | <input type="radio"/> Menus          | <input type="radio"/> Tickets           | <input type="radio"/> Lamination    | <input type="radio"/> Vehicle Design      |
| <input type="radio"/> Post Cards        | <input type="radio"/> Newsletters    | <input type="radio"/> Book Binding      | <input type="radio"/> Magnets       | <input type="radio"/> Magazine Design     |
| <input type="radio"/> Printing          | <input type="radio"/> Annual Reports | <input type="radio"/> Product Packaging | <input type="radio"/> Logo Design   | <input type="radio"/> Newspaper Design    |

Qty: \_\_\_\_\_ Size: \_\_\_\_\_ Pages: \_\_\_\_\_ Style: \_\_\_\_\_ Stock: \_\_\_\_\_ Binding: \_\_\_\_\_ Folds: \_\_\_\_\_

Colours: \_\_\_\_\_

Due Date: \_\_\_\_\_ Logo Supplied:  yes  no • Images Supplied:  yes  no • Stock Images:  yes  no

Graphic Design Notes: \_\_\_\_\_

\_\_\_\_\_

Special Instructions: