



New Client Application

Company Info

Company Name: _____ Company Type: _____

First & Last Name: _____ Position: _____

Phone: _____ Email: _____

Years in Business: _____ Website: _____

Typical sizes of prints needed (circle one):

24x36 30x42 36x48

Typical category of prints needed (circle one):

Architectural, Structural, Mechanical, Plumbing, Electrical, Landscape, Full Sets

Estimated number of prints or scans needed per month: _____

Billing info

Contact Name: _____ Phone _____

Email: _____ Address: _____

City: _____ State: _____ Zip: _____

Print Job Requests: Send an email to prints@gomerritt.com with your PDF drawings attached, and in the body of the email please specify which drawings, and how many copies are needed.

All drawings are printed based on the actual size of the document in its original format. If it is required that a document be enlarged or reduced we cannot guarantee that the documents will be to scale.

Typically prints will be ready for pick-up within a few hours, we will send an email with the invoice once the drawings are printed and ready for pick up. Invoices are due upon receipt, and monthly statements will be sent to all clients at the end of each month.

Merritt Printing & Design reserves the right to terminate any account at any time.

Merritt Printing & Design Office Number: (941) 270-9969

Thank you for applying as a new client with Merritt Printing & Design! We look forward to working with you on all of your upcoming projects.

Below is some helpful info for blueprint ordering:

- To request a job to be printed, please send an email to prints@gomerritt.com with your PDF drawings attached.
- In the body of the email please specify:
 - Which pages (*plumbing, architectural, electrical, full set etc.*)
 - How many copies are needed.
 - Black and White or Color prints
- All drawings are printed based on the actual size of the document in its original format. If it is required that a document be enlarged or reduced we cannot guarantee that the documents will be to scale.
- Typically prints will be ready for pick-up within a few hours, we will send an email with the invoice once the drawings are printed and ready for pick up.
- Prints can be picked up via our 24-hour pick-up window located directly to the left of our office entrance (Door #259).
- A statement will be sent to all clients at the end of each month containing all open/due invoices and the total amount due. Please make checks payable to Merritt Printing & Design.
- If paying per project, please note the invoice(s) number being paid in the memo line of your check to keep our accounting records cohesive.
- Should you need to reach us during normal business hours, the Merritt Printing & Design Office Number is: (941) 270-9969
- Merritt Printing & Design reserves the right to terminate any account at any time.

Get \$5 off your next order of prints by leaving us a [review on Google!](#)