



UCM PRINT ORDER INSTRUCTIONS

USE OUR EASY ONLINE ORDER FORM AT:

WWW.KCBLUEPRINT.COM

IF YOU DO NOT APPROVE THE EMAIL RESPONSE WITHIN 5 DAYS, THE ORDER HAS TO BE CONSIDERED CANCELED AND YOU MAY HAVE TO RESUBMIT.

1. Go to the website: www.kcblueprint.com
2. Click place order on the top right of the screen
This serves as the order request, not the order approval
3. Fill out the form
*You can type out anything in the printing specifications and we can discuss with you what you are needing or intending before we send the order response.
*IT IS VERY IMPORTANT YOU FILL OUT THE CONTACT INFORMATION ACCURATELY SO WE CAN REACH YOU DIRECTLY.
*BE SURE TO PUT YOUR DEADLINE ACCURATELY ON THE ORDER.
4. Wait for KCORDER@KCBLUEPRINT.COM to send you the following:
A PROOF OF YOUR ITEM, THE PRODUCTION SCHEDULE, THE DELIVERY SCHEDULE, THE COST OF THE ORDER WITH ANY RUSH FEES IF NECCESARY.
5. Approve the order or request revisions based on deadlines.

Have questions? Contact us: 816-527-0900 or kcorders@kcblueprint.com.
Ask for Glenn Junior

We are here to make sure your prints are produced accurately, timely and efficiently.

TURN FLYER OVER FOR MORE INFORMATION AND EXAMPLES OF ORDERING

[Click here on our site to start your order](#)



29th West 14th Ave, Suite 1,
North Kansas City, MO 64116
Tel: 816-527-0900



Example Order

- Delivery schedule is set for Tuesday and Thursday. KC Blueprint will deliver by 11 am unless zero deliveries for those days.
- Orders must be approved by email before production starts regardless of deadlines or necessities of the orders.

Rush Fees do apply based on 3 separate categories:

Rush Production: 60% rush fee

We drop everything and print your order first to make the closest scheduled delivery.

Rush Delivery: 40% rush fee

Only applies if we must deliver outside our delivery schedule.

Rush Entire Order: 100% rush fee

Combines both rush fees, for production printing order first and foremost, and delivering outside of delivery schedule.

There is a design fee of 15\$ for assisting with and correcting any branding, errors, logos, etc. or any other professional services.

