

# **INSERT ORDER**

SFOP needs Insert Order and inserts 4 days prior to the insertion date and all pallets labeled correctly. Mark boxes with publication name, issue date, insert name and quantity of each insert. Deliver to:  
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INSERT INTO (Name of Publication) \_\_\_\_\_

ISSUE DATE FOR INSERTION: \_\_\_\_\_

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## **INSERT NAME**

## **DESCRIPTION/SIZE**

## **QUANTITY**

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SFNP co.  
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San Francisco, CA 94105  
(415) 359-2716 FAX: (415) 359-2626