

Customer Name _____ Date of Order: _____
Address _____ Date/Time Due: _____
Contact _____ Phone: _____ Fax: _____ Your Job No. _____ Your P.O. No. _____
Bill to (if different from above): _____ Customer Pickup Courier UPS Next Day

DID YOU REMEMBER TO INCLUDE ...

- ✓ **FONTS?** Did you send along all of the typefaces you used in the document? For PostScript fonts, we need both the suitcase and printer driver for each typeface or typestyle.
- ✓ **GRAPHICS?** Did you send along all of the imported graphics (TIFFs, EPS, etc.)?
- ✓ **LASER PROOFS?** Did you include a laser proof of your document? This is critical if we are to check the accuracy of our work. We require separated proofs if you desire color separations.

File Name _____
Page Size: _____ No. of pages in document _____
Print all pages? _____ 100%? _____ No. of copies _____
Application (vers.): _____
 Composite Separations (specify colors below) Duotone*
 CMYK Spot: _____
 Trapping needed:* _____ pts. • Fonts or Special Instructions: _____

Film **RC Paper**
Resolution: 1270 2540 _____
Line Screen:
 85 100 133 150 _____
Crop/Registration Marks: Yes No
Film: Negative Positive
 Right Reading Wrong Reading
Emulsion Side: Down Up

Color Laser
 B&W Laser
 Iron-On
 8-1/2 x 11
 11 x 17
 1-sided 2-sided
Crop/Registration Marks:
 Yes No

Matchprint **Color-Key**

INTERNAL
USE ONLY

Output: _____ pgs. of film paper color laser; size: 10 x 12 12 x 15 12 x 18. File manipulation: _____ hours.
Explanation: _____

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