

## PRINT / COPY REQUEST FORM

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE ALL REQUESTED MATERIALS.  
FAILURE TO DO THIS WILL DELAY PROCESSING OF YOUR JOB.

DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

JOB NAME / DESCRIPTION \_\_\_\_\_

### OFFSET PRINTING

Sheet-Fed Ink Printing  
for Quantities of 50 to 5,000  
Max Sheet Size 11" x 17"  
Max Printable Area 10.5" x 16.5"

#### FINISHED QUANTITY(S)

\_\_\_\_\_

#### NUMBER OF ORIGINALS

INDICATE NUMBER OF DIFFERENT ITEMS BEING REPRODUCED

\_\_\_\_\_

#### FINISHED SIZE

- 8.5 x 11  
 11 x 17  
 Other \_\_\_\_\_

#### COLOR SPECS

- 1/0 - Black Front / Blank Back  
 1/0 - PMS# \_\_\_\_\_ Front / Blank Back  
 1/1 - PMS# \_\_\_\_\_ Front / Black Back  
 2/1 - PMS#'s \_\_\_\_\_ / \_\_\_\_\_ Front / Black Back  
 Add Flood Varnish 1 side/2 sides (circle one)  
 Add Spot Varnish (mask file must be provided)  
 Other - \_\_\_\_\_

#### STOCK

- 60# uncoated bond - color \_\_\_\_\_  
 100# gloss book (white only)  
 80# uncoated cover - color \_\_\_\_\_  
 10 pt. C1S/C2S (circle one)  
 Other \_\_\_\_\_

#### BINDERY (CHECK ALL THAT APPLY)

- Box Flat Sheets (no bindery)  
 Cut to (size) \_\_\_\_\_  
 Fold to (size) \_\_\_\_\_  
 Perforate  
 Score  
 UV Coat (1 side / 2 sides)  
 Shrink Wrap in \_\_\_\_\_'s  
 Other \_\_\_\_\_

### COPYING

Sheet-Fed, Dry-Toner Reproduction  
for Quantities of 1 to 5,000  
Max Sheet Size 11" x 17"  
Max Printable Area 10.5" x 16.5"

#### FINISHED QUANTITY(S)

\_\_\_\_\_

#### NUMBER OF ORIGINALS

INDICATE NUMBER OF DIFFERENT ITEMS BEING REPRODUCED

\_\_\_\_\_

#### VARIABLE DATA ONLY INSTRUCTIONS ON BACK

GIVE NUMBER OR RECORDS IN DBF FILE  
1 each of \_\_\_\_\_ records.

#### FINISHED SIZE

- 8.5 x 11  
 11 x 17  
 Other \_\_\_\_\_

#### COLOR SPECS

- Black One-Sided  
 Black Two-Sided  
 Color One-Sided  
 Color Two-Sided

Spot Colors & Varnish are not Available on copies

#### STOCK

(STOCK CHOICE IS LIMITED TO THE SIX STOCKS LISTED)

- 20# uncoated bond - color \_\_\_\_\_  
 60# uncoated bond - color \_\_\_\_\_  
 60# uncoated cover - color \_\_\_\_\_  
 80# uncoated cover - color \_\_\_\_\_  
 Other - \_\_\_\_\_

#### BINDERY (CHECK ALL THAT APPLY)

- Box Flat Sheets (no bindery)  
 Cut to (size) \_\_\_\_\_  
 Fold to (size) \_\_\_\_\_  
 Perforate  
 Score  
 Film Laminate (mil \_\_\_\_\_)  
 Shrink Wrap in \_\_\_\_\_'s  
 Other \_\_\_\_\_

### FILE INFORMATION

#### PLATFORM USED

- Windows  Macintosh

#### APPLICATIONS USED (CHECK ALL THAT APPLY)

- PageMaker - version \_\_\_\_\_  
 XPress - version \_\_\_\_\_  
 Illustrator - version \_\_\_\_\_  
 Freehand - version \_\_\_\_\_  
 PhotoShop - version \_\_\_\_\_  
 CorelDraw - version \_\_\_\_\_  
 Word - version \_\_\_\_\_  
 PowerPoint - version \_\_\_\_\_  
 Excel - version \_\_\_\_\_

#### FONTS USED

List all fonts used - be sure to check your font manufacturer's licensing agreement before submitting your fonts on disk

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### REMOVABLE MEDIA PROVIDED

- Diskette  ZIP  JAZ  CD  DVD-RAM

### DESIGN SERVICES

#### SCANS NEEDED

- Line-Art/Grayscale - # \_\_\_\_\_  
 Full-Color - # \_\_\_\_\_

#### PROOFS NEEDED

- Black & White Laser  
 Color Copy  
 Dye-Sublimation

#### TYPESSETTING/DESIGN NEEDED

List detailed description

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- **CURRENT HARD-COPY** of the final printed piece **MUST** be provided with job order, or proof will be generated for customer approval at the appropriate charge to the customer.
- **ALL DIGITAL PRINTING** adheres to the standard Printing Industries of America (PIA) terms and conditions and has the right to refuse any job.
- **RUSH CHARGES** will be charged at our discretion based on the current work load in house and press-time availability. The standard turn-around for printing is three to five working days.

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