

**▶ FORMAT**

- Macintosh  
 Windows

**▶ TURNAROUND**

- Normal  
 Rush (Please inquire)

**▶ QUOTE#:** \_\_\_\_\_

**▶ CUSTOMER INFORMATION**

<b>Customer</b>		<b>Tax Status</b>	<input type="checkbox"/> Taxable <input type="checkbox"/> Resale
<b>Address</b>	IF NOT ON FILE	<b>PO Number</b>	
<b>City, State, Zip</b>	IF NOT ON FILE	<b>Job Number</b>	
<b>Contact Name</b>		<b>Daytime Phone #</b>	
<input type="checkbox"/> Call 24 hrs w/ Questions	<input type="checkbox"/> Call Until:	<b>Alternate Phone #</b>	

NOTE! If the Call 24 hours box is checked, we will call at any hour if there is a question or problem. If not checked we will not attempt to call after 10:00 p.m.

**▶ DELIVERY INSTRUCTIONS**

- Customer Pick Up  Call When Ready

Page One Delivery To:

<b>Start Date/Time</b>	OFFICE USE ONLY
<b>Due Date/Time</b>	OFFICE USE ONLY

**▶ TIFF/IT FILE CREATION**

**File Name** \_\_\_\_\_

**Software/Version** \_\_\_\_\_ **VERSION IMPORTANT**

**Creation Specifications**

Final Ad Size: \_\_\_\_\_

Only Page In File  Page Number: \_\_\_\_\_

Publication ad is being placed in: \_\_\_\_\_

**File Information:** (Only needed if publication is NOT known)

Trapping  Dot Gain Compensation, Amount: \_\_\_\_\_

\_\_\_\_\_ Line Screen  Ink Limitations, Amount: \_\_\_\_\_

1 Matchprint Proof  \_\_\_\_\_ Matchprint Proofs

Write to CD  One Copy  \_\_\_\_\_ Copies

Convert for use on Macintosh\*

\*Customers wishing to burn additional CDs themselves may do so on a PC/Windows-based CD burner. To do this on a Macintosh, the file header information must be changed when the original CD is burned. If you wish to have this option, please specify when submitting the above order. We will rewrite the header information for an additional charge of \$30.

ARCHIVE FILE FOR ONE YEAR (Additional \$15.00)

Reactivate archived file (Additional \$45.00)

Original Order Date: \_\_\_\_\_ Page One Work Order Number : \_\_\_\_\_

Notes: \_\_\_\_\_

**▶ SHIPPING INSTRUCTIONS**

Ship TIFF/IT and Proof Together via:

FedEx\*\*  UPS\*\*  Other \_\_\_\_\_

Ship to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FTP TIFF/IT to: \_\_\_\_\_

\_\_\_\_\_

Ship Proof Separately via:

FedEx\*\*  UPS\*\*  Other \_\_\_\_\_

Ship to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*Your package will be shipped Fedex Priority or UPS Next Day Air unless otherwise specified.

Notes: \_\_\_\_\_