



# SCAN AND PRODUCTION ORDER FORM

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### ▶ FORMAT

- Macintosh
- Windows

### ▶ TURNAROUND

- Normal
- Rush (100% upcharge)

▶ 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

Page One Delivery To:

Customer Pick Up  Call When Ready

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

### ▶ SCANNING

	PLATFORM	COLOR	B/W	FILE FORMAT	LINE SCREEN OR DPI	FINAL SIZE/%
<input type="checkbox"/> HELL S3300 DRUM SCAN (17" X 19") Quantity _____	<input type="checkbox"/> MAC <input type="checkbox"/> PC/DOS	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB	<input type="checkbox"/> LINEART <input type="checkbox"/> GREYSCALE	<input type="checkbox"/> EPS <input type="checkbox"/> DCS <input type="checkbox"/> TIF <input type="checkbox"/> JPEG	PLEASE SPECIFY LINE SCREEN OR DPI	_____
<input type="checkbox"/> NIKON LS-2000 SCAN (35mm only) Quantity _____	<input type="checkbox"/> MAC <input type="checkbox"/> PC/DOS	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB	<input type="checkbox"/> LINEART <input type="checkbox"/> GREYSCALE	<input type="checkbox"/> EPS <input type="checkbox"/> DCS <input type="checkbox"/> TIF <input type="checkbox"/> JPEG	_____	_____
<input type="checkbox"/> HELL SAPHIR FLATBED (8.2" X 11") Quantity _____	<input type="checkbox"/> MAC <input type="checkbox"/> PC/DOS	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB	<input type="checkbox"/> LINEART <input type="checkbox"/> GREYSCALE	<input type="checkbox"/> EPS <input type="checkbox"/> DCS <input type="checkbox"/> TIF <input type="checkbox"/> JPEG	_____	_____
<input type="checkbox"/> OCR (OPTICAL CHARACTER RECOGNITION) Quantity _____	<input type="checkbox"/> MAC <input type="checkbox"/> PC/DOS	<input type="checkbox"/> SAVE AS: _____ <input type="checkbox"/> SAVE AS: _____				PAGES FOR OCR SCANNING MUST BE CLEAN. OCR SCANNING IS NOT 100% ACCURATE AND IS NOT GUARANTEED. IT MAY NOT SCAN SOME CHARACTERS, BOLD TYPE, UNDERLINES, COLUMNS OR KEEP OTHER FORMATTING DETAILS.

### ▶ PATCH PROOF (ORDERED WITH SCANNING)

IMATION RAINBOW PATCH PROOF (Additional Charge)  8.5" x 5.5"  8.5"x 11"  11" x 17"  PROOF ENTIRE SCAN  PROOF PORTION OF SCAN (EXPLAIN BELOW)

### ▶ SCANNING NOTES

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### ▶ MEDIA PURCHASE PROVIDED

Can we delete existing files to make room for scans?  YES  NO Specifics: \_\_\_\_\_

\_\_\_  ZIP 100 \_\_\_  ZIP 250 \_\_\_  JAZ 1GB \_\_\_  JAZ 2GB \_\_\_  3.5 DISK \_\_\_  CD-ROM (additional fee to burn CD) \_\_\_  OTHER \_\_\_\_\_

### ▶ PRODUCTION

PLEASE EXPLAIN IN MORE DETAIL BELOW IN NOTES:	<input type="checkbox"/> MEDIA TRANSFER	<input type="checkbox"/> COLOR CORRECTION	<input type="checkbox"/> CLIPPING PATH	<input type="checkbox"/> PREFLIGHT	<input type="checkbox"/> TYPE/LAYOUT
	<input type="checkbox"/> FILE CONVERSION	<input type="checkbox"/> CLEANUP SCANS	<input type="checkbox"/> DROP SHADOWS	<input type="checkbox"/> PLACE SCANS	<input type="checkbox"/> CREATE LOGO EPS
CALL FOR APPROVAL OF PRODUCTION AFTER PROOFING TO:	<input type="checkbox"/> B/W LASER PROOF	<input type="checkbox"/> FIERY PROOF	<input type="checkbox"/> RAINBOW PROOF		

### ▶ PRODUCTION NOTES

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**POLICIES AND PROCEDURES:** Page One is not responsible for pages printed incorrectly due to incomplete instructions. Normal turnaround for film and paper jobs of ten pages or less is 4-6 business hours. (All turnaround times are ESTIMATES ONLY.) Call for larger jobs. Night jobs, if in by 9:00 p.m., should be complete by 8:00 a.m. the next day. Cut-off time to call for evening pick-up is 9:00 p.m. Electronic transfer is available 24 hours, call for turnaround. **AGREEMENT:** By submitting job customer agrees to the following: Page One assumes no liability for loss or damage to customer supplied materials. Customer agrees not to supply originals. Page One's liability for errors, even if due to our negligence, shall at no time exceed the cost of the typesetting materials involved regardless of loss to customer. Customer agrees to proof all materials before reproducing and will hold Page One harmless for additional costs in the event of an error. Final responsibility for accuracy rests with customer and/or his agents.