

# PRINT SPECIFICATIONS

MAILING PRICE NEEDED    LIVE JOB

HOT PRIORITY    NORMAL PRIORITY

TODAY'S DATE: \_\_\_\_\_

JOB DUE DATE: \_\_\_\_\_

QUOTED \_\_\_\_\_

SALESPERSON: \_\_\_\_\_

NEW JOB    EXACT REPRINT    REPRINT W/CHGS

PREVIOUS JOB # \_\_\_\_\_

**CUSTOMER** \_\_\_\_\_

PURCHASE ORDER # \_\_\_\_\_

ADDRESS \_\_\_\_\_

SHIP TO: \_\_\_\_\_

CONTACT \_\_\_\_\_

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

DESCRIPTION/TITLE \_\_\_\_\_

QUANTITY: \_\_\_\_\_

FLAT SIZE: (TXT) \_\_\_\_\_ (CVR) \_\_\_\_\_ FINAL SIZE: (TXT) \_\_\_\_\_ (CVR) \_\_\_\_\_

NO. OF PAGES: \_\_\_\_\_  SELF COVER    PLUS COVER

TEXT:  BLEED    NON-BLEED   COVER:  BLEED    NON-BLEED   GRIPPER: \_\_\_\_\_

**STOCK:** TEXT \_\_\_\_\_

COVER \_\_\_\_\_

OTHER \_\_\_\_\_

OTHER \_\_\_\_\_

**INK AND COATING:** TEXT \_\_\_\_\_ / \_\_\_\_\_  HEAVY

COVER \_\_\_\_\_ / \_\_\_\_\_  HEAVY

OTHER \_\_\_\_\_ / \_\_\_\_\_  HEAVY

OTHER \_\_\_\_\_ / \_\_\_\_\_  HEAVY

EXPLAIN \_\_\_\_\_

**PREPRESS:**  DISK DESKTOP PROGRAM \_\_\_\_\_  MAC    PC    EMAIL    FTP

MANUSCRIPT    RECREATE FILES    PU \_\_\_\_\_

SCANS: LIST FINISHED SIZES & QUANTITY    SCAN ONLY    SCAN & COLOR PROOF

SPECIAL REQUIREMENTS \_\_\_\_\_

**PROOFS:**  EPSON    DIGITAL DYLUX    COLOR LASER    PDF

**FINISHING:**  FOLD    TRIM    DRILL (# OF HOLES \_\_\_\_\_)    DIE CUT \_\_\_\_\_

PERF    SCORE (\_\_\_\_ LITHO   \_\_\_\_ ROTARY   \_\_\_\_ DIE)

SADDLE    GBC/WIRE-O    PERFECT    PAD    STAMP    EMBOSS    NUMBER

SPECIAL INSTRUCTIONS \_\_\_\_\_

**PACKAGING:**  SHRINK-WRAP IN \_\_\_\_\_  BAND IN \_\_\_\_\_  KRAFT WRAP IN \_\_\_\_\_

CARTON IN \_\_\_\_\_ /MAX. WT. \_\_\_\_\_ LBS.    SKID CARTON    OTHER

**SHIPPING:**  INCLUDE SHIPPING IN EST.    LOCATIONS \_\_\_\_\_

SEE NOTES ON BACK