

CREATIVE TYPE

HEIDELBERG DIGITAL PRINTING

DI PRESS OUTPUT FORM

DELIVER

HOLD FOR PICKUP AT

OAK LAWN

ADDISON

RICHARDSON

FT.WORTH

COMPANY _____

CONTACT _____

PHONE _____

AFTER HOURS PHONE _____

DATE _____ TIME _____ AM/PM

DATE DUE _____ TIME _____ AM/PM

P.O. NUMBER _____

JOB NUMBER _____

HEIDELBERG DIGITAL PRESS OUTPUT

NO EPSON PROOF EPSON PROOF REQUESTED

FILE NAME _____

TOTAL FINISHED PIECES NEEDED _____

Type of paper Gloss Matte (80# text & cover only)

Weight of paper 80# 100#

Text Cover

Other (specify: paper name, wt., color, text or cover)

Number of colors per side 4/0 4/4 4/1 1/1

TRAPPING

Creative Type to trap file

Please DO NOT trap my file--I have trapped it and release Creative Type from that responsibility

BINDERY

Creative Type to do bindery.

A finished mock up should be provided with the job.

Trim Final Trim Size _____ Laminate _____mil/ _____mil

Score 3 hole drill

Fold Final Fold Size _____ Collation

Saddle Stitch Page count _____ GBC Punch

Die Cut Please provide die on disk GBC Bind

PRESS CHECK REQUESTED

Creative Type will call to advise client on date and time, please indicate how much notice you need.

PRESS CHECK WAIVED

Please include lasers and color proofs for a reference so Creative Type can check the job to the best of what is supplied to us. We CANNOT run the job without a signature to waive the check or a signed off press sheet from the press check. This releases Creative Type from responsibility of print jobs beyond the realm of quality work.

Signature _____

Quote # & Price _____

The following digital printing hints and suggestions will aid in the production of your job, thereby increasing your quality, turnaround time, and will help eliminate extra charges.

1. Save imported files as eps files preferably without dcs separations.
2. If using illustrator, save file as an eps before sending in to be run.
3. Include all fonts and imported graphics.
4. All scans should be at 300 dpi at 100% of size used in document.
5. Please fill out the order form completely.
6. A press check is your only defense if there is a problem with the print run.
7. Call when starting job to find out best way to set your jobs up.
8. Ask for a quote before starting job.
9. Send a laser proof of file.

Have you Included lasers

Included fonts

Included linked graphics

Saved graphics/colors as CMYK

Normal Turn time is 2-4 days from when job is FINAL (all corrections are made and piece is complete). Trapping, excessive quantity and uncoated papers can make the turn time longer.

Notes: