

# CREATIVE TYPE

## indigo DIGITAL PRINTING

INDIGO DIGITAL PRESS OUTPUT FORM DELIVER  HOLD FOR PICKUP AT  OAKLAWN  MCKINNEY  ADDISON  RICHARDSON

COMPANY \_\_\_\_\_ CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ AFTER HOURS PHONE \_\_\_\_\_  
DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM DATE DUE \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM  
P.O. NUMBER \_\_\_\_\_ JOB NUMBER \_\_\_\_\_

### INDIGO DIGITAL PRESS OUTPUT

NO PROOF

PROOF REQUESTED

Creative Type is not responsible for printed pieces without a signed proof.

FILE NAME(S) \_\_\_\_\_

Page numbers to be printed \_\_\_\_\_  All Final Trim size \_\_\_\_\_  
Number of prints per page \_\_\_\_\_  
Total printed pieces requested \_\_\_\_\_

Type of paper  Gloss  Matte  
Weight of paper  80#  100#  
 Text  Cover  
 Other (specify) \_\_\_\_\_

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

Creative Type to do bindery.  
*All special bindery instructions should be written on a sample proof provided with the job.*

Have you  **Included lasers**  
 Included fonts  
 Included linked graphics  
 Saved graphics/colors as CMYK  
 **Requested a proof**

*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 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 200 dpi at 100% of size used in document.
5. Please fill out the order form completely.
6. A proof 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.

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Notes:

\_\_\_\_\_ Please initial here if you do NOT want your printed pieces used as samples.