

Project Specification Guides

Job Information:

Job Name: _____ Due Date & Time: _____

Submitted by: _____

Phone: _____ Ext.: _____ Fax: _____

Email: _____

Ship To Contact: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Shipping Method: Overnight Ground Messenger



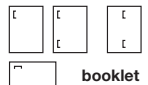
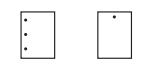


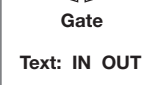
File Submission:

What type of file are you submitting?

Adobe PDF Adobe Creative Suite / QuarkXpress Microsoft Office/other

Do you need any graphic design services or pre-production edits/file set up? If so, please describe.

Print Specs:

Total # of copies/sets	Original size (Circle one)	Paper type and description (Circle one)	Oversized options (Circle one)	Sides (Circle one)	Collated (Circle one)
_____ X (# of originals) <input type="checkbox"/> Color <input type="checkbox"/> Black & White	8.5" x 11" 5" x 7" 5.5" x 8.5" 4" x 6" Other: _____ X _____ Other: _____ X _____	COATED: Gloss: 80T, 100T, 80C, 100C, 110C, 130C, 150C Matte: 80T, 100T, 80C, 100C, 110C, 130C, 150C UNCOATED: 80T, 100T, 80C, 100C, 110C Finch ID: 70T, 12pt/100C, 14pt/100C, 16pt/130C, Vanilla 80T, Vanilla 12pt/100C Textures: Felt 100C, Linen 100C METALLIC: Ice 80T, Ice 110C, Champagne 110C, Silver 110C, Gold 110C SPECIALTY: Gamma Translucent, Gloss Crack + Peel, Matte Crack + Peel, Uncoated Crack + Peel, Clear Permanent Label, Clear Rigid Vinyl 10m, White Rigid Vinyl 10m, Kromecote 12pt C1S COLOR: Epic Black Smooth, Canyon Brown Smooth, Desert Storm Smooth, Patriot Blue Linen, Red Pepper Linen, Smoked Texture	Semi Gloss Scrim Vinyl Smooth Vinyl Clear Adhesive Vinyl White Adhesive Vinyl White Window Cling Clear Window Cling Canvas Other:	as ▶ is 1 ▶ 2 2 ▶ 1	YES ^{1,2,3}  NO ^{1,1 2,2} 
Binding (Circle one)	Stapling (Circle one)	Folding (Circle one)	Oversized	Laminating (Circle one)	Additional services (Circle one and attach paperwork)
Spiral GBC Wire Perfect Saddle Stitched Spine color: _____ Front color: _____ Back color: _____	 booklet Hole punch (Circle one) 	 Half Tri  Z 4 Fold  Gate Text: IN OUT	_____ X _____ _____ X _____ _____ X _____ L x W/144"=sq ft Grommets Easel Back Velcro Pole Pocket Other:	3/3 Gloss 5/5 Gloss 10/10 Gloss Lustre (Posters) Gloss (Posters) Mounting (Check color; circle) <input type="checkbox"/> Black or <input type="checkbox"/> White Foam Gator Cintra (white only) Illustration Board	UV Coating - Matte or Gloss CD Duplication Wafer Seal Envelope Printing (1/8"; 1/4"; 1/2") Rounded Corners Padding Vinyl Cutting Card Printing Other: _____

Do you want this product to be an FSC Certified Product with the FSC logo printed on it? Yes No

Do you have any special fulfillment/distribution/mailling requirements:
