

PRINT / COPY REQUEST FORM

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE ALL REQUESTED MATERIALS.
FAILURE TO DO THIS WILL DELAY PROCESSING OF YOUR JOB.

DATE _____

COMPANY NAME _____ CONTACT _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

JOB NAME / DESCRIPTION _____

OFFSET PRINTING

*Sheet-Fed Ink Printing
for Quantities of 50 to 5,000
Max Sheet Size 11" x 17"
Max Printable Area 10.5" x 16.5"*

FINISHED QUANTITY(S)

NUMBER OF ORIGINALS
INDICATE NUMBER OF DIFFERENT ITEMS BEING REPRODUCED

FINISHED SIZE

8.5 x 11
 11 x 17
 Other _____

COLOR SPECS

1/0 - Black Front / Blank Back
 1/0 - PMS# _____ Front / Blank Back
 1/1 - PMS# _____ Front / Black Back
 2/1 - PMS#'s _____ / _____ Front / Black Back
 Add Flood Varnish 1 side/2 sides (circle one)
 Add Spot Varnish (mask file must be provided)
 Other - _____

STOCK

60# uncoated bond - color _____
 100# gloss book (white only) _____
 80# uncoated cover - color _____
 10 pt. C1S/C2S (circle one)
 Other _____

BINDERY (CHECK ALL THAT APPLY)

Box Flat Sheets (no bindery)
 Cut to (size) _____
 Fold to (size) _____
 Perforate
 Score
 UV Coat (1 side / 2 sides)
 Shrink Wrap in _____'s
 Other _____

COPYING

*Sheet-Fed, Dry-Toner Reproduction
for Quantities of 1 to 5,000
Max Sheet Size 11" x 17"
Max Printable Area 10.5" x 16.5"*

FINISHED QUANTITY(S)

NUMBER OF ORIGINALS
INDICATE NUMBER OF DIFFERENT ITEMS BEING REPRODUCED

VARIABLE DATA ONLY INSTRUCTIONS ON BACK
GIVE NUMBER OR RECORDS IN DBF FILE
1 each of _____ records.

FINISHED SIZE

8.5 x 11
 11 x 17
 Other _____

COLOR SPECS

Black One-Sided
 Black Two-Sided
 Color One-Sided
 Color Two-Sided

Spot Colors & Varnish are not Available on copies

STOCK
(STOCK CHOICE IS LIMITED TO THE SIX STOCKS LISTED)

20# uncoated bond - color _____
 60# uncoated bond - color _____
 60# uncoated cover - color _____
 80# uncoated cover - color _____
 Other - _____

BINDERY (CHECK ALL THAT APPLY)

Box Flat Sheets (no bindery)
 Cut to (size) _____
 Fold to (size) _____
 Perforate
 Score
 Film Laminate (mil _____)
 Shrink Wrap in _____'s
 Other _____

FILE INFORMATION

PLATFORM USED

Windows Macintosh

APPLICATIONS USED (CHECK ALL THAT APPLY)

PageMaker - version _____
 XPress - version _____
 Illustrator - version _____
 Freehand - version _____
 PhotoShop - version _____
 CorelDraw - version _____
 Word - version _____
 PowerPoint - version _____
 Excel - version _____

FONTS USED
List all fonts used - be sure to check your font manufacturer's licensing agreement before submitting your fonts on disk

REMOVABLE MEDIA PROVIDED

Diskette ZIP JAZ CD DVD-RAM

DESIGN SERVICES

SCANS NEEDED

Line-Art/Grayscale - # _____
 Full-Color - # _____

PROOFS NEEDED

Black & White Laser
 Color Copy
 Dye-Sublimation

TYPESETTING/DESIGN NEEDED
List detailed description

- **CURRENT HARD-COPY** of the final printed piece **MUST** be provided with job order, or proof will be generated for customer approval at the appropriate charge to the customer.
- **PIP PRINTING** adheres to the standard Printing Industries of America (PIA) terms and conditions and has the right to refuse any job.
- **RUSH CHARGES** will be charged at our discretion based on the current work load in house and press-time availability. The standard turn-around for printing is three to five working days.