

File name _____

Program / Version _____

Mac ___ PC ___ Which pages? _____

Total pages _____ Number of copies _____

Files sent via e-mail to _____

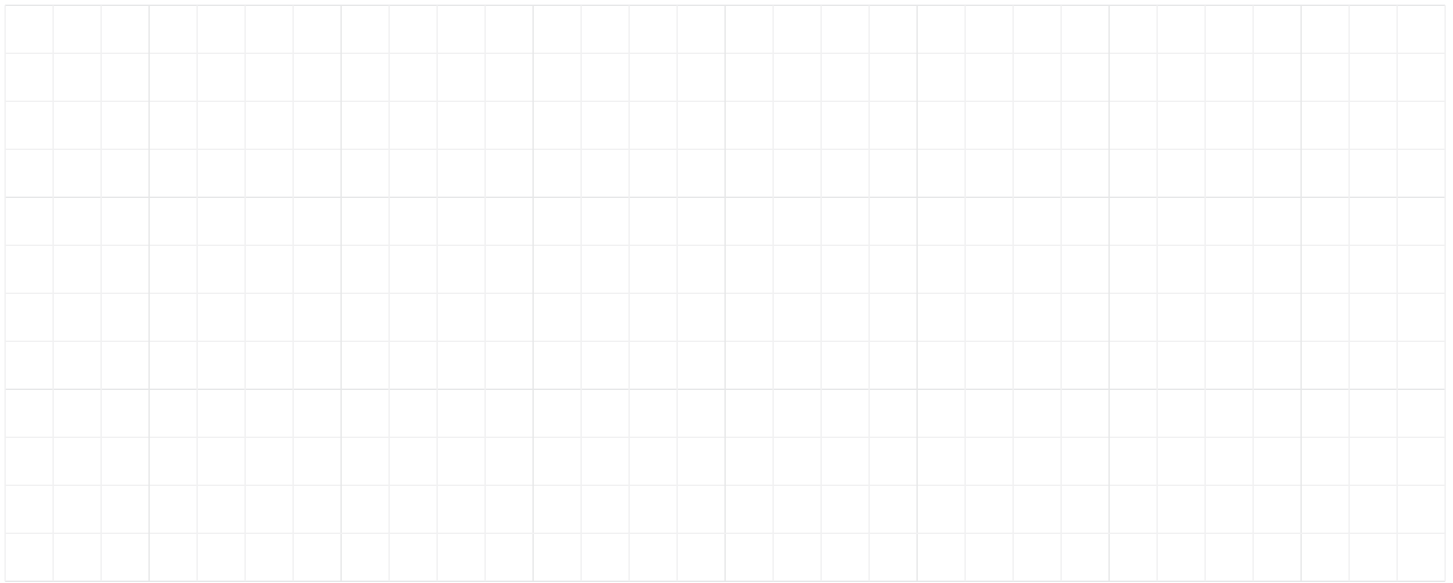
Fonts used _____

Separations (list colors) _____

Trapping needed _____ (Trapping is an additional charge)

Special instructions _____

- Film RC Paper
- Positive Negative E-up E-down
- Line screen per inch _____
- Crops & Registration marks Color bars
- 8.5x11 8.5x14 11x17 _____
- 100% Scale (%) _____
- EPS files TIFF files Duotones
- Art created in which programs? _____
- Impose to _____
- Step & Repeat _____
- Laser proof Laser color proof
- Proof first - Fax proof to _____
- Make PDF and e-mail to _____
- Epson 7000 Color proof Match print
- RC Paper contact print Dylux proof



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Prepress Work Order

Date _____

Time In _____

Call When Done

Customer _____ Contact _____

P.O. # _____ Phone _____ Fax _____

Address _____

City _____ State _____ Zip _____ Due _____

Job name _____

Job name _____

Line shot 100% Scale (%) _____

Line shot 100% Scale (%) _____

of copies _____ Film PMT PMT reverse

of copies _____ Film PMT PMT reverse

Negative Positive E-up E-down

Negative Positive E-up E-down

Halftone Line screen _____ per inch

Halftone Line screen _____ per inch

Duotone _____

Duotone _____

Dupe RC Paper contact print

Dupe RC Paper contact print

Choke Spread _____

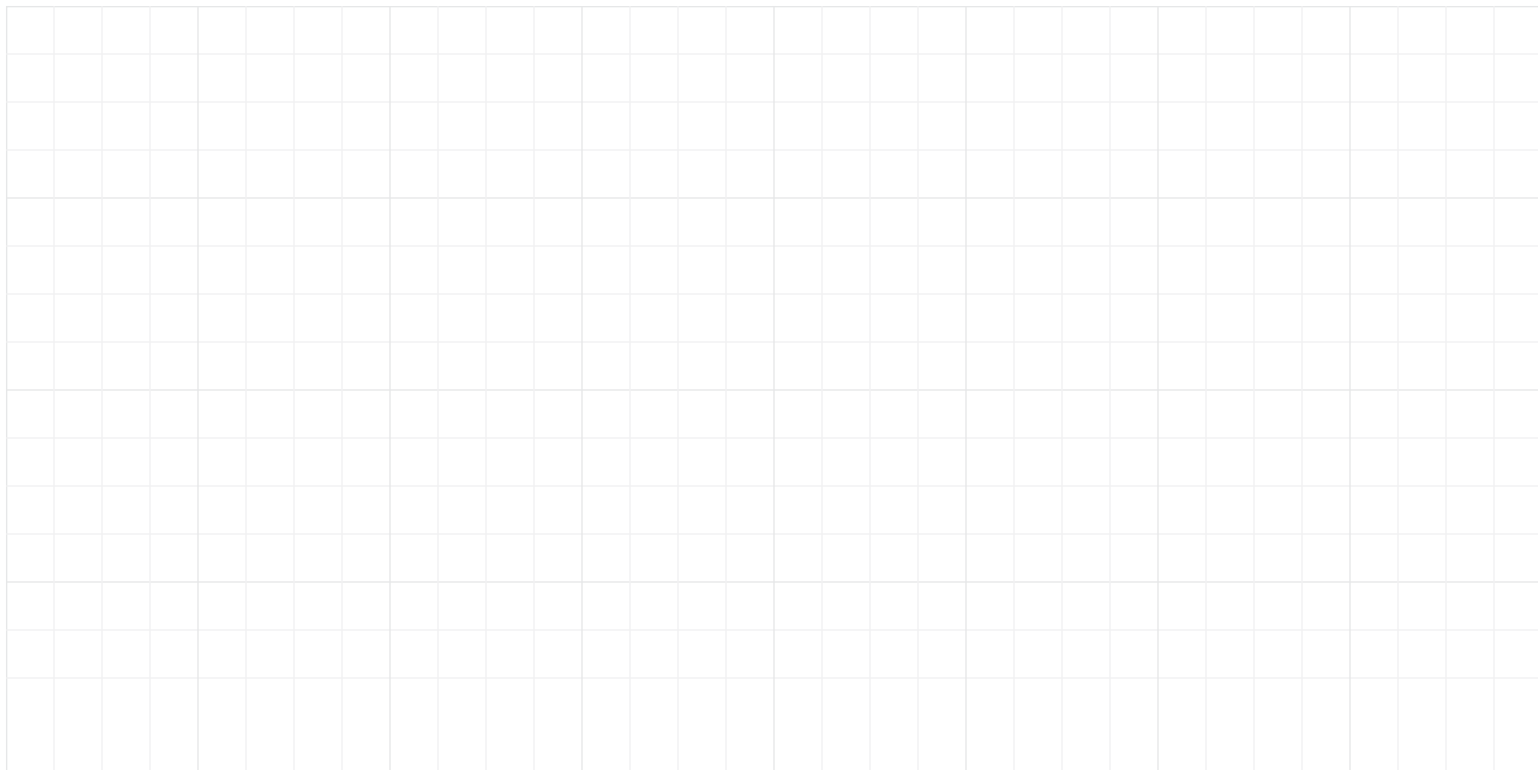
Choke Spread _____

Dylux proof Stripping

Dylux proof Stripping

Plates _____

Plates _____



Job Name _____

Line art Grayscale RGB CMYK

Scale (%) _____ Format: Mac PC

Save as: TIFF EPS JPEG Other _____

Final resolution _____ Lo Res FPO _____

Place in doc Clipping path E-mail _____

Copy to: ZIP CD Floppy Other _____

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SCANNING