



IMAGESSETTING
DIGITAL PRINTING
DIGITAL PREPRESS
SCANNING

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DIGITAL PRINTING ORDER FORM

For Electronic Prepress use our Electronic Publishing Order Form

DATE _____ TIME _____ AM/PM _____ (TUI USE ONLY)

DUE _____ TIME _____ AM/PM _____ RUSH (UNDER 8 HOURS)

BILL TO _____ RUSH (UNDER 4 HOURS)

CONTACT _____

PHONE _____ FAX _____ E-MAIL _____

JOB DESCRIPTION _____

P.O. NO. _____ JOB NO. _____

NET COD CREDIT CARD: MC / VISA # _____ EXP. DATE _____
(Please Circle)

WILL CALL DELIVER TO _____

SPECIAL INSTRUCTIONS _____

WAS JOB ESTIMATED? YES NO PLEASE REFERENCE ESTIMATE # AND DATE _____

DIGITAL PRINTING INFORMATION

Always send an accurate laser proof of your files. Send a copy of your file, never the original.

FORMAT	SOURCE	SOFTWARE TYPE AND VERSION:			CORELDRAW (v.) _____
<input type="checkbox"/> MAC	<input type="checkbox"/> CD	<input type="checkbox"/> E-MAIL	<input type="checkbox"/> QUARK XPRESS (v.) _____	<input type="checkbox"/> ADOBE ACROBAT PDF (v.) _____	<input type="checkbox"/> PUBLISHER (v.) _____
<input type="checkbox"/> PC	<input type="checkbox"/> ZIP	<input type="checkbox"/> FTP Site (Call/Fax W.O.)	<input type="checkbox"/> PAGEMAKER (v.) _____	<input type="checkbox"/> ILLUSTRATOR (v.) _____	(\$50 Setup Charge Applies)
	<input type="checkbox"/> JAZ	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> INDESIGN (v.) _____	<input type="checkbox"/> FREEHAND (v.) _____	<input type="checkbox"/> OTHER _____

PLEASE USE EXACT FILE NAMES

A NAME _____ PAGES _____ TO _____ FINISHED QUANTITY: _____

B NAME _____ PAGES _____ TO _____ FINISHED QUANTITY: _____

FLAT SIZE _____

FINISHED SIZE _____

BLEEDS: YES NO

4/4 4/1 4/0 K/K K/0

MATCH SPOT COLOR MATCH COMP

COVER STOCK/LBS _____

GLOSS SILK UNCOATED

C1S C2S OTHER: SPECIFY _____

TEXT STOCK/LBS _____

GLOSS SILK UNCOATED

OTHER: SPECIFY _____

DO NOT NEED TO SEE ONE-OFF
(TUI STANDARD IS TO ALWAYS PRINT ONE-OFF FOR APPROVAL)

TRIM: YES NO

FOLD: YES NO

TYPE OF FOLD _____

SCORE: YES NO

COLLATE: YES NO # OF SHEETS _____

STITCH: YES NO # OF STITCHES _____

DRILL: YES NO # OF HOLES _____

LAMINATION: YES NO

3 MIL 5 MIL

GLOSS MATTE

ONE SIDED TWO SIDED

EDGE SEAL (1/8" STANDARD) _____

BINDING: YES NO

SADDLE STITCH PLASTICOIL

PERFECT BOUND WIRE-O

OTHER: SPECIFY _____