

Printing Request Form

CLIENT INFORMATION

Contact Name _____
Company _____
Telephone Number _____
Mobile _____
Fax Number _____
E-Mail Address _____

File Source Floppy
Supplied Zip
 CD
 E-Mail

Proof Attached
 Yes No

PRODUCT INFORMATION

Number of Printed Sides _____
Stock _____
Quantity _____
Finishing _____
Indoor or Outdoor use _____
Printer Required: Digital Print or Large Format or Offset Print

Print Orientation

Portrait



Landscape

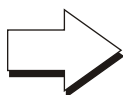


ARTWORK & ELECTRONIC INFORMATION

Please draw a rough thumbnail box with the dimensions of the artwork

Include bleed as required

File Size Dimension in mm
x



Final Output (trimmed size) in mm
x

Printing Size Scale:

artwork can be supplied in three scale sizes.

1. true scale size
2. Quarter scale size (which when printed it's magnified by 4 times)
3. Eighth scale size (which when printed it's magnified by 8 times)

Print Size Scale

True size scale 1:1
Quarter size scale x 4
Eighth size scale x 8

Artwork Supplied in: Mac Platform PC Platform File Type Supplied TIFF EPS JPEG PDF

File DPI Supplied 72 96 150 300 600 Print Output Required 150 300 600

Related Instructions _____

FILE REQUIREMENTS

- All Files Must Be in CMYK Colour (pms colours used must be converted to CMYK)
- Any native file formats given in Photoshop, Indesign, Illustrator & Corel Draw-that have Type MUST convert all Fonts to either outlines or curves.
- FILE FORMATS ONLY ACCEPTED ARE: JPEG, TIFF, EPS AND PDF.

DEADLINE DATES & INSTRUCTIONS

DELIVERY INSTRUCTIONS