

PRINT WORKSHEET

What Your Printer Needs to Know.

Clear and concise communication is so effective; it saves us all time, and paves the way to a successful project. We believe the more we understand about your design, print, or mail project – whether small or large - the better partner we are for you. When you're looking for a quote or placing an order, let us know:

Project Name _____ Quantities _____

Description _____

What type of file will you supply? PDF InDesign Illustrator

Brochure Booklet no. of pages (1 sheet = 2 pages) _____

What is the flat size of the piece? _____

What is the finished size of the piece? _____

Does the job print on 1 side 2 sides

Does the printing bleed off the edges of the paper? Yes No

Type of paper? Color _____ Finish _____ Weight _____

Process colors PMS - number of colors _____

TECH NOTE:

If pdf what is the native file format?

Remember to save as high resolution with crop marks and bleeds.

If pms color don't save as CMYK.

Special requirements?

- | | | | |
|----------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Folding | <input type="checkbox"/> Die cutting | <input type="checkbox"/> Foil Stamping | <input type="checkbox"/> Saddle Stich (binding) |
| <input type="checkbox"/> Scoring | <input type="checkbox"/> Gluing | <input type="checkbox"/> Numbering | <input type="checkbox"/> Perfect Bind (binding) |
| <input type="checkbox"/> Perfing | <input type="checkbox"/> Embossing | <input type="checkbox"/> Laminating | <input type="checkbox"/> Plastic Coil (binding) |

Delivery / Shipping / Packaging information

Mailing (Lettershop) Services?

Desired date of completion _____

Any special instructions? _____

Need help answering these questions? Just call for assistance. 252-355-5588