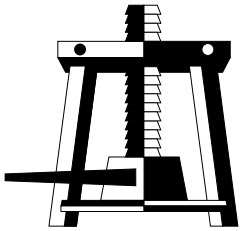

INFOCOMM
electronic prepress & print
213 w. institute pl. ste.604
chicago, il 60610
voice: 312-751-1220
fax: 312-751-1051
bbs: 312-751-1503
email: print@wpco.com
ftp: ftp.wpco.com

job tracking #	operator	station	CSR

PostScript® Imagesetting Order

date: _____ time: _____

To ensure accuracy and promptness in your order, please complete this entire form.

Customer Information

name _____

company _____

address _____

_____

phone (day) _____

phone (eve) _____

do not call after _____ or before _____

☐ call any time

Billing Information

☐ same as above

name _____

company _____

address _____

_____

InfoComm quote number _____

client account number _____

client job number _____

client p.o. number _____

description for invoice _____

_____

Delivery Information

☐ same as above

name _____

company _____

address _____

_____

phone _____

☐ hold for pick up ☐ Federal Express
☐ call when ready 8am-5pm ☐ messenger 8am-5pm

☐ call when ready after hrs, between ____ pm ____ am ☐ messenger after hrs, overtime rates apply.

other _____

_____

Media Provided / Electronic Transfer

All data furnished should be a duplicate of the original, don't send your only copy.

☐ Floppy ☐ 44/88/200 ☐ Optical ☐ other _____

☐ EZ 135/230 ☐ Zip ☐ Jaz specify quantities _____

☐ BBS ☐ EMAIL ☐ FTP archive name _____

All Macintosh email and FTP jobs must be binhex encoded.

Font Information

List all typefaces and their manufacturers.
All non-Adobe fonts must be submitted with each job.

_____

_____

_____

_____

_____

_____

_____

Software Information

List all software and version numbers.
All imported artwork should be provided.

☐ Macintosh ☐ Windows

☐ QuarkXPress _____
☐ Adobe Illustrator _____
☐ Adobe Photoshop _____
☐ Adobe PageMaker _____
☐ Macromedia FreeHand _____
☐ CorelDraw _____
☐ PostScript print-to-disk file
☐ Other _____

Job Information

file names	code(s) (from below)	list page #'s to output	add'l copies	InfoComm use only
example file name	LF/S - CMYK	all	none	

Single-Step Codes

LP Lino paper
LF Film negative
LFP Film positive
RRED Right-reading emulsion down
RREU Right-reading emulsion up

C Composite
S Separations (please indicate, by name, all CMYK process and/or spot colors to print)

CYC Cyclone™ Canon™ color print
RB Rainbow color print
IR* IRIS™ color print
HP* HP 3000 large color print

CV Disk conversion

* Specify Hi-Gloss, Semi-Gloss Matte (default is Hi-Gloss).

Multiple-Step Codes:

DX Dylux™
☐ 1-Sided ☐ 2-Sided
☐ fold and trim
☐ stitch (staple)
CK Color key
VX Velox, contact print
PR Pressmatch™ (process colors)
CROM Cromalin™ (spot colors)
PROD Production
TR Trapping (default .003 in)
IMP Imposition (requires layout)

Please see "Services.PDF" for rush services and turnaround details.
Trapping is done only when requested and is a chargeable service.
Please specify printing order and trapping specifications for metallic inks.
All documents will be output as single pages unless specified otherwise.

❍ for billing refer to ongoing job

Additional Instructions Regarding Your Job

Unless noted, paper is imaged at 120 lpi, film at 150 lpi, at 100%. Color comps are output at 100% scaling with crops only if live print area allows.

_____

_____

Type Of Service Verbal Confirmation Required For Rush Service

_____ date/time required

☐ normal ☐ warm +50% ☐ super hot +100% ☐ on fire! +200% ☐ Saturday, by noon +100%

Please note: we have changed our normal and rush turnaround times, please see Services price list for details. If date/time required specified does not allow for normal turnaround, we will charge the minimum applicable rush.

Customer Checklist : Please review your order form for the following

☐ date/time required ☐ file names to be output ☐ all imported artwork ☐ necessary fonts ☐ laser proofs

12/98