



**INFOCOMM**  
*electronic prepress & print*  
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 chicago, il 60610  
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 fax: 312-751-1051  
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 email: [print@wpco.com](mailto:print@wpco.com)  
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**To ensure accuracy and promptness in your order, please complete entire form.**

job tracking #	operator	station	CSR

# PostScript® Printing Order

date: \_\_\_\_\_ time: \_\_\_\_\_

## Media Provided

- Floppy  44/88/200  Optical  other \_\_\_\_\_  
 EZ 135/230  Zip  Jaz number of disks \_\_\_\_\_

## Requested Delivery Date

Please indicate due date/time. **Firm deadlines need verbal confirmation with Customer Service Representative. Any revisions made after proofing may effect scheduling.**

## Fonts

All non-Adobe fonts must be submitted with each job

## Customer Information

name \_\_\_\_\_

company \_\_\_\_\_

address \_\_\_\_\_

phone (day) \_\_\_\_\_

(eve) \_\_\_\_\_ **do not call after**

fax \_\_\_\_\_

Ship disk and print proofs to: \_\_\_\_\_

- messenger  Federal Express  call when ready

## Billing Information

- same as above

name \_\_\_\_\_

company \_\_\_\_\_

address \_\_\_\_\_

InfoComm quote number \_\_\_\_\_

client account number \_\_\_\_\_

client job number \_\_\_\_\_

client p.o. number \_\_\_\_\_

description for invoice \_\_\_\_\_

## Job Specifications

Each finished piece requires its own order form

Job Name \_\_\_\_\_

Number of Pages \_\_\_\_\_ Quantity \_\_\_\_\_

Paper Stock: Body \_\_\_\_\_

Paper Stock: Cover (if applicable) \_\_\_\_\_

Doc. Page Size (unfolded) \_\_\_\_\_ X \_\_\_\_\_ Final Trim Size (folded) \_\_\_\_\_ X \_\_\_\_\_

- Bleed  No Bleed  Please Add Bleed (We recommend 1/8")

## Colors

Number of Colors: Cover 1 2 3 4 5 6  
0 1 2 3 4 5 6

Body 1 2 3 4 5 6  
0 1 2 3 4 5 6

- 4/c Process  PMS/Special Inks \_\_\_\_\_

## Proof

Analog (requires production of film):  Dylux  Color Key  PressMatch/Cromalin

Digital (used with Digital plates):  Iris  Rainbow  Cyclone  NovaJet

- Approval Received date \_\_\_\_\_ by (name) \_\_\_\_\_

## Plates

- Conventional (requires production of film)  Digital (QuickMaster)

## Bindery/Finishing

Number of Folds \_\_\_\_\_ to \_\_\_\_\_ X \_\_\_\_\_

Pad \_\_\_\_\_ sheets/pad with chipboard

Pad \_\_\_\_\_ sheets/pad without chipboard

Drill \_\_\_\_\_ holes \_\_\_\_\_ diameter

Perforate  Score  Stitch

Paperband or stuff in lots of \_\_\_\_\_

Kraft wrap in lots of \_\_\_\_\_

Pack \_\_\_\_\_ lbs. per carton

Shrinkwrap in lots of \_\_\_\_\_

## Accounting/Price

INFOCOMM use only. Refer to quote for prices.

PrePress \_\_\_\_\_

Print \_\_\_\_\_

Sub Total \_\_\_\_\_

Shipping \_\_\_\_\_

TOTAL \_\_\_\_\_

## Finished Piece Delivery Information

name \_\_\_\_\_

company \_\_\_\_\_

address \_\_\_\_\_

phone \_\_\_\_\_

- hold for pick up  UPS Ground  
 call when ready  messenger  
 Wagner truck  Federal Express

other \_\_\_\_\_

Send \_\_\_\_\_ samples to \_\_\_\_\_

Ship via \_\_\_\_\_

## Special Instructions