

**P R E - P R E S S   W O R K S H E E T**

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
CONTACT

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DAY PHONE

\_\_\_\_\_  
EVENING PHONE

\_\_\_\_\_  
CITY/STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
JOB DESCRIPTION

File Name	Software & Version	Trim Size	Pages to Output	Colors to Output	Total Colors	Line Screen
▶ <i>Sample: Royal Brochure</i>	<i>Quark 3.31</i>	<i>8 1/2" x 11"</i>	<i>3 - 13</i>	<i>CMYK + pms 116 + Dull Varnish</i>	<i>6</i>	<i>200</i>

PartnerPress, Inc.



*\*Please include a print directory of all files supplied on your disk.*

**Enclosures**

- B&Wlaser proofs
- Color laser proofs
- Folded sample
- Transparencies
- Reflective photos
- Other

**Proofing Requirements**

- B&Wlaser proofs
- Color laser proofs
- Laminate proof
- ColorKey proof
- Velox/prints
- Other

**Media supplied**

- Zip disk
- Jaz disk
- CD Rom
- Optical disk
- Floppy
- Other

**Scan request**

- Scan to disk only
- Scan for spot color
- Spot color and APR
- Spot color and HighRes
- Scan for greyscale halftone
- Other

**Font Usage**

*Typeface(s): Adobe & non-Adobe  
(please include screen and printer fonts)*

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ADDITIONAL INFORMATION: \_\_\_\_\_  
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