



Ashley Randall

Today's Date \_\_\_\_\_  
Time In \_\_\_\_\_  
Date Due \_\_\_\_\_  
Completed \_\_\_\_\_  
Time Called \_\_\_\_\_

AR- \_\_\_\_\_

# Job Request

Film       Design       Scan  
 Paper       Typesetting       Color Print  
 Other \_\_\_\_\_  
 Rush \_\_\_\_\_ %      *Additional charges will apply*

## CUSTOMER INFORMATION

Company \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ Delivery \_\_\_\_\_  
Contact \_\_\_\_\_ Transport Media     Diskette     Zip Disk     Email     CD    # \_\_\_\_\_  
Job Description \_\_\_\_\_ PO Number \_\_\_\_\_

## JOB INFORMATION

**NOTE:** Please provide hard copy, fonts and all graphic files for imaging work.

File Name: \_\_\_\_\_  Mac or  IBM  
Page Size \_\_\_\_\_ Total # Pages \_\_\_\_\_ Scale  100%     Other \_\_\_\_\_

### Software

**Mac**  
 QuarkXpress  
 PageMaker  
 Freehand  
 Illustrator  
 EPS  
 Other \_\_\_\_\_

**IBM**  
 QuarkXpress  
 PageMaker  
 Publisher  
 CorelDraw  
 Illustrator  
 Word  
 Other \_\_\_\_\_

### Graphics

Halftones       Gem       CGM  
 EPS       CPS  
 Line Art       Illustrator  
 TIFF       CorelDraw  
 Paint       CPM  
 Radial Fills       DXF  
 Other \_\_\_\_\_

**Specifics** Check all appropriate boxes, fill in blanks.

Laser Print       Color Print  
 Crop/Register Marks       Design  
Resolution     2540       Typesetting  
                   3000       Scan  
 Line Screen \_\_\_\_\_       Mac       IBM  
 RC Paper       EPS       TIFF  
 Film       Other  
     Positive       File Conversion  
     Negative       Mac to IBM  
     Emulsion Up       IBM to Mac  
     Emulsion Down      \_\_\_\_\_  
 Separations       Slides  
     Spot     Process     Color Proof  
If Spot, # Colors \_\_\_\_\_ List \_\_\_\_\_

**Fonts** Please list ALL fonts used, including those in graphics.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Special Instructions or Comments

\_\_\_\_\_  
\_\_\_\_\_

***In-House Use Only***

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please check your job thoroughly before signing. Signature indicates that job was completed according to specifications.