

Prepress Services: Output Specifications

**Mitchell
Press
Limited**

1706 West First Ave.
Vancouver, B.C.
V6J 1G3



General Information — to be filled in by salesperson

Customer: _____ Telephone: _____

Contact person: _____ Fax: _____

Digital File Supplier: _____ Phone: _____

General job description: _____

Docket No. _____

Previous Docket No.: _____

Date: _____

Salesperson: _____

Coordinator: _____

Output Information — to be filled in by client & production coordinator

Proofs Supplied: <input type="checkbox"/> Hard copy <input type="checkbox"/> Laser proof <input type="checkbox"/> Colour proof			SHADED AREA — OFFICE USE ONLY						
Files to Output: Document Name	Number of pages	Document page actual size	Colours to Output			Line Screen			Output %
			Other (Specify)	Blk	CMYK	133	150	Other	
		" x "							
		" x "							
		" x "							
		" x "							

IMPORTANT:

- Did you send a **copy** of your file(s), **not** the original?
- Did you send only files to be output?
- Did you label and name **all** of your disks?
- Did you include a "Print Window" directory of disk contents?
- Did you send a laser proof of **all** pages to be output?
- Did you include all fonts used in documents and graphics (screen fonts / printer fonts)?
- Did you include all graphic files (tiff, eps) and fonts used to create them?
- Did you save your colour images in CMYK mode?
- Did you supply a Document Report for each page document?

Media supplied

Mac PC

Floppy 44 / 88 / 200 SyQuest 4 mm DAT

600 mb Optical CD-ROM Hard drive

Sent by modem Other: _____ Zip Jaz

Software / version used

Mac PC

QuarkXPress / PageMaker / Illustrator /

Photoshop / Corel Draw / Freehand /

Other: _____

Compression software used: Stuffit DiskDoubler

PKZip Other: _____

Prepress Services Order Form

These items might not have been included in your quotation and may be chargeable. We will be preflighting your files and will inform you of any additional costs required to process your file properly.

Trapping

Trapping can be handled during the creation of the document; however, we would prefer to do the trapping for you to optimize the quality of your work on our presses. Depending on the complexity and timeframe of your job, it may be necessary to provide you with a separate estimate.

I will not require any trapping to my file.

Scanning

Total number of originals supplied for scanning _____

Image Manipulations

- Close cropping Reformatting (RGB to CMYK, etc.)
- Cloning Merging images (collage)
- Other: _____

Document Alterations

- Adjust bleeds Typesetting
- Place images
- Other: _____

Mitchell Press Archiving Standard — CD-Rom

All jobs that we process are saved on our DAT tape system for a period of 2 years. There will be charges for retrieving these files at a later date. If you would like to have a copy of your original or updated file you can reduce your costs by archiving your files to your own supplied media or one of the media specified below. *Please speak to your sales representative for costs and details.*

Return original file Return updated file

Other Media Available (On Request)

- Zip — 100 Mb Syquest — 44/88/200 Mb
- Jaz — 1 Gb
- Other: _____