



# OUTPUT REQUEST FORM

Company name: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Invoice # \_\_\_\_\_  
 Date/Time in: \_\_\_\_\_ Due Date/Time: \_\_\_\_\_ Emp. Int. \_\_\_\_\_

## FILE INFORMATION

**PLATFORM:**  Mac  Windows **See our "Designer's Guide" for tips and device profiles**

**MEDIA:**  3.5" Floppy  Zip  CD-R/RW  DVD-RAM/R/RW  Email  FTP  Browser  Other \_\_\_\_\_

File Name(s)	Qty ea.	Page(s)	%	Bleeds?	Crops?	Output Size
① _____	_____	_____ to _____	_____	_____	_____	_____
② _____	_____	_____ to _____	_____	_____	_____	_____
③ _____	_____	_____ to _____	_____	_____	_____	_____
④ _____	_____	_____ to _____	_____	_____	_____	_____

Application: \_\_\_\_\_ Ver. \_\_\_\_\_ List fonts: \_\_\_\_\_

List linked graphics: \_\_\_\_\_

## OFFSET PRINT

Specifications to be discussed with CSR \_\_\_\_\_

Use Estimate or Invoice # \_\_\_\_\_

### PIP USE ONLY

#### PRESS

AB Dick  QuickMaster  GTO

#### PLATE

Polyester

Metal

#### LINE SCREEN

133  200

150  Other: \_\_\_\_\_

• Gripper instructions are required for resale plates •

## LARGE FORMAT COLOR

### PAPER TYPE

Presentation Matte\*  Photo Gloss  Banner

Other \_\_\_\_\_

## LARGE FORMAT B/W

### PAPER TYPE

20# Bond\*  24# Bond  Vellum

## LASER IMAGING

**PRINTER:**  Color Laser  B/W Laser

**PAPER: WEIGHT:**  28/70#\*  80#  100#

**TYPE:**  Laser\*  Text/Book  Cover

**FINISH:**  Uncoated\*  Gloss  Matte

Other \_\_\_\_\_

Any alteration by PIP of customer files is subject to a minimum additional charge of \$10 or \$75 per hour whichever is greater. All requested output is billed to the customer at full price. PIP assumes you have created a file you will want. Color shifts and poor design are not the responsibility of PIP. Some color shifting is to be expected. Using process colors (cmyk) or Pantone process colors will give more predictable color than spot Pantone colors. Your monitor is RGB and will display more colors than can be printed CMYK, it is recommended that you understand gamut and create your files accordingly. All files are output on a first in first out basis. PIP will make every effort to output your files while you wait, however, at times PIP may have many output requests ahead of yours. PIP assumes your data is backed up and will take no responsibility for damaged, lost, or corrupted files, floppies, disks or other media provided. All RIP times over 15 minutes will be charged at \$1 per minute additional. Files missing support items (placed graphics, fonts, incomplete instructions, etc.), which cause PIP to stop, will incur a special handling charge of \$10.

X \_\_\_\_\_

By signing this agreement, I understand and agree with the above terms & conditions.

## FINISHING

**LAMINATING** (3 mil gloss unless otherwise specified)

Thickness/Type: Top: \_\_\_\_\_/Bottom: \_\_\_\_\_

Trim:  Flush  Encapsulate: overlap amt \_\_\_\_\_

**MOUNTING**

Foamcore 3/16"  Gatorboard 3/16"

**GROMMETS**

Indicate positions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reinforce corners (circle the grommets to reinforce)

**RUSH CHARGES OK** (less than 24 hours)

**SPECIAL INSTRUCTIONS** (write on back)

\* denotes default settings for specified devices

