# COPYTEK PREPRESS

• 20"x24"Drum Scanning • 25"x28"Film Separations
• IBM & Mac Support• Color Keys/Fuji Laminate • Short Run Color


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# WORK ORDER

**P.O. #**

**CUSTOMER INFO:**

Company: _____

Contact: _____

Phone #: _____ PST exemption #: _____

**DATE IN:**

**REQUIRED BY:**

## FILE INFORMATION

| | | ✓ | VERSION |
|---|---|---|---|
| MAC | QUARKXPRESS | | |
| | PAGEMAKER | | |
| | FREEHAND | | |
| PC | ILLUSTRATOR | | |
| | CORELDRAW | | |
| | OTHER: | | |

**FILE RECIEVED VIA:** e-mail website ftp
disc: cd floppy zip jazz (please circle)

## SCANNING SPECS

| # SCANS | MEDIA* | ORIG. SIZE | FINAL SIZE | DPI | MODE | | |
|---|---|---|---|---|---|---|---|
| | | | | | CMYK | GRAY | LINE |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

*MEDIA: (R) REFLECTIVE, (T) TRANSPARENCIES, (N) NEGATIVE.

**MEDIA TRANSFER:**
copy to disc (supplied)
other:
burn to CD
# of CD's

## FILM OUTPUT SPECS

(please ✓)

| ITEM / FILENAME | # PAGES | (✓) | SIZE |
|---|---|---|---|
| | | | 10X12 |
| | | | 10X15 |
| | | | 12X18 |
| | | | 16X20 |
| | | | 20X24 |
| | | | 25X28 |

**OUTPUT SPECS.**

| EM. DOWN | EM. UP | FILM | | PAPER |
|---|---|---|---|---|
| | | NEG. | POS. | |
| | | | | |

LPI/RULING
100 133
150 175
OTHER: _____

**SEPARATIONS**

CMYK
SPOT
1. _____
2. _____
3. _____
4. _____

| TOT. # NEGS | |
|---|---|
| | 10X12 |
| | 10X15 |
| | 12X18 |
| | 16X20 |
| | 20X24 |
| | 25X28 |

**PROOFING SPECS:**

| QTY. & SIZE | LASER | | BLUELINE | OVERLAYS | LAMINATE |
|---|---|---|---|---|---|
| | BW | COL. | | | |
| | | | | | |

**COMMENTS:**

**OPERATOR:**

## SHORT RUN PRINTING

| ORIGINALS | #COPIES | SIZE* | DOUBLE-SIDED | PAPER STOCK** |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

* SIZES CAN BE 8.5X11, 11X17, 12X18 (bleeds have to printed on next sheet size up).
** Please ask about stock availability and capabilities.

By signing this work order, the customer gives Copytek Duplication and Graphics (d.b.a. Copytek Prepress) the permission to begin work on the above order. Cancellation of the job on this order form will be billed according to the amount of work completed. It is the customers responsibility to check and edit thoroughly all the artwork (paper, colour proofs) and final film produced before printing. By signing below the customer declares that all artwork, pictures being scanned or created are his/her responsibility to ensure that there are no infringement on copyright laws in the art or pictures being supplied or produced.
LIMIT OF LIABILITY: Limit of liability for any job is only up to film output supplied and is not to exceed $50.00 per job.

Signature:

Date:

**Goods received in good order/condition:**

Signature:

Date:

**JOB NAME:** _____

DESC.: _____ amount:

Discount:

Total:

office use only