

Customer Name: \_\_\_\_\_

**Due Date:** \_\_\_\_\_

Job Name: \_\_\_\_\_

Request Date: \_\_\_\_\_

### JOB SPECIFICATIONS

Taken by:  JS  LD  EB  MJ  
Referred by:  JS  LD  YP  OD  \_\_\_\_\_

Design  File Conversion  Digital  Offset  
 Film Output  Large Format  Finishing Only

PO/ESTIMATE# \_\_\_\_\_

No. of Originals: \_\_\_\_\_  1-sided  2-sided Finished Size: \_\_\_\_\_

Quantity of Finished Size: \_\_\_\_\_  Bleeds

Files received via:  FTP  Server  Media Transfer  Email  
 Previous Job # \_\_\_\_\_

Proof Required by: \_\_\_\_\_  
 PDF  Docucolor  Fuji  Blueline  Plotter  BW Laser  
 No Proof (if proof waived, must sign and date below)

### FILM

POS.  NEG. EMUL     
LPI: 55 65 85 100 120 133 150 175 250 NONE  
Impose: \_\_\_\_\_ Size:  100% or  \_\_\_\_\_ %  
 CMYK  Spot # of Colors \_\_\_\_\_  Composite

### VINYL LETTER CUTTING

Weed & Tape Only  Print & Cut  Mount to Vehicle  
 Mount to Magnetic  Mount to PVC  Mount to \_\_\_\_\_

### PAPER

Paper Type \_\_\_\_\_  Supplied  
Weight: \_\_\_\_\_  Cover  Text Color: \_\_\_\_\_  
If booklet, Cover wt \_\_\_\_\_ Body wt \_\_\_\_\_  
Special:  Labels  Transparency  Preprinted  Tabs \_\_\_\_\_ Bank

### ROLAND MEDIA

Solvent Glossy Paper 7.5 mil  Premium Matte Paper 7.5 mil  
 Light-Weight Banner Vinyl 14 mil  Indoor Banner 10 mil  
 Glossy Calendered Vinyl 3 mil  Clear Calendered Vinyl 3 mil  
 Matte Calendered Vinyl 3 mil  Premium Glossy Cast Vinyl 2 mil  
 Other \_\_\_\_\_

NOTE: Ideal Services is not responsible for unusable output due to Postscript coding, unlisted fonts, font conflicts or application errors. There is an additional charge for flattening files containing Postscript 3 transparency features. Errors occurring on your file will delay due time. Any effort to troubleshoot your file will be charged whether your file runs or not. Ideal Services will do a color and content quality inspection on final prints, but is not responsible for typos in supplied final files. A sample print is included with each job for your inspection. If you waive your right of inspection and/or no hardcopy was provided, Ideal Services will not be held liable for unusable output. If you require specific color matches or color image correction before final prints, an additional editing time of \$60/hr. will be charged. You must always keep a backup copy of your disk. Ideal Services will not be responsible for lost or damaged disks or information on your files. Additional charge for connecting customer's external hard drive or removable drive. We do accept MasterCard and Visa, but we will charge 4% extra on the total order. Any verbal agreement is null and void unless written and signed by an authorized agent of Ideal Services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CONTACT INFO

Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### SHIPPING INFO (must select one)

Deliver or  Client Pickup ( call when ready)

Company/Dept: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Via:  Ideal truck  USPS  UPS  Airborne  FEDEX

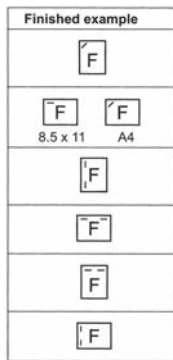
Customer Account #: \_\_\_\_\_

### FINISHING

Collate  Slipsheet  Trim to \_\_\_\_\_  Score  
 Perforation  Fold to \_\_\_\_\_  
 Drilling  1-punch  2-punch  3-punch  
 Numbering: Start# \_\_\_\_\_ End# \_\_\_\_\_

Binding Method:  Pad in Units of \_\_\_\_\_  
 Spiral ( Left  Top) (Color \_\_\_\_\_)  
 Perfect  Other: \_\_\_\_\_

Staple (Select choice below)  Saddle Stitch  Velo



Laminate:  single  double  
 Gloss  Dull Matte  Semi-Gloss  Dry Erase  
MIL thickness: Top 3 / 5 / 10 /Bottom 3 / 5 / 10  
 Flush Trim  Encapsulate \_\_\_\_\_  
 Cold Lam  Thermal Lam  
Mount:  Gator  Tan  Black  Foamcore  
 Crescent  PVC/Sintra  Lexan  Coroplast  
 Magnetic  Easel Back  U Channel  Steel  
 Frame  Other \_\_\_\_\_

Misc. Finishing:  Rounded Corners  Grommets  Rope

Velcro  hook  loop  Lanyards:  black  blue  yellow  white

Punch:  oval  round  Shrinkwrap

Packing \_\_\_\_\_

Other Finishing: \_\_\_\_\_