



# Scan Request Form

<b>Docket#</b>
<b>Date Received</b>
<b>Time Received</b>
<b>Time Required</b>
<b>Date Required</b>
<b>Rate Assessed</b>
<input type="checkbox"/> Cash <input type="checkbox"/> Account

**PRIORITY**  **STANDARD**  **RUSH**  **PANIC**  **FRANTIC** FOR TERMS AND CONDITIONS PLEASE CHECK CURRENT PRICE LIST.

## CUSTOMER INFORMATION

<b>Company</b>	<b>PC</b>
<b>Address</b>	<b>Date Required</b>
<b>Contact</b>	<b>Job Reference/P.O. No.</b>
<b>Day Phone</b>	<b>Evening Phone</b>
<b>Evening Phone</b>	<b>Evening Cut-Off Time</b>

### Special Instruction Codes:

This heading to include any/all of following items as applicable.

**R** Raw **RA** RGB Adjusted **C4** CMYK **C4A** CMYK Adjusted

**Stock Identification Codes:** **C** Coated **UC** Un-Coated **N** Newsprint **E** Electrobyte

**Press Identification Codes:** **S** Sheetfed **CW** Cold web **HW** Heatset web **WF** Wide format plotter

Original Submitted	Type	Final Size/Resolution	Special Instructions	Press Specs.	File Format	Proof	Budget	Office
<input checked="" type="checkbox"/> Film- <input type="checkbox"/> Transparency or <input checked="" type="checkbox"/> Negative <input type="checkbox"/> Reflective <input type="checkbox"/> Line Art <input type="checkbox"/> Original Art	<input checked="" type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grey <input type="checkbox"/> Line Art	8 " X 10 " 266 DPI	<input type="checkbox"/> Match Original <input checked="" type="checkbox"/> GK Pleasing <input checked="" type="checkbox"/> Instruction Code <b>C4</b>	Stock <u>C</u> Press <u>S</u> Press Gain <u>22%</u> White Point <u>5</u> Black Point <u>95</u> Total Ink <u>375</u>	<input checked="" type="checkbox"/> TIFF <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Epson <input type="checkbox"/> Cyclone <input type="checkbox"/> None	P.O. 12345 up to \$80	
<input type="checkbox"/> Film- <input type="checkbox"/> Transparency or <input type="checkbox"/> Negative <input type="checkbox"/> Reflective <input type="checkbox"/> Line Art <input type="checkbox"/> Original Art	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grey <input type="checkbox"/> Line Art	" X " DPI	<input type="checkbox"/> Match Original <input type="checkbox"/> GK Pleasing <input type="checkbox"/> Instruction Code _____	Stock _____ Press _____ Press Gain _____ White Point _____ Black Point _____ Total Ink _____	<input type="checkbox"/> TIFF <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input type="checkbox"/> Epson <input type="checkbox"/> Cyclone <input type="checkbox"/> None		
<input type="checkbox"/> Film- <input type="checkbox"/> Transparency or <input type="checkbox"/> Negative <input type="checkbox"/> Reflective <input type="checkbox"/> Line Art <input type="checkbox"/> Original Art	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grey <input type="checkbox"/> Line Art	" X " DPI	<input type="checkbox"/> Match Original <input type="checkbox"/> GK Pleasing <input type="checkbox"/> Instruction Code _____	Stock _____ Press _____ Press Gain _____ White Point _____ Black Point _____ Total Ink _____	<input type="checkbox"/> TIFF <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input type="checkbox"/> Epson <input type="checkbox"/> Cyclone <input type="checkbox"/> None		
<input type="checkbox"/> Film- <input type="checkbox"/> Transparency or <input type="checkbox"/> Negative <input type="checkbox"/> Reflective <input type="checkbox"/> Line Art <input type="checkbox"/> Original Art	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grey <input type="checkbox"/> Line Art	" X " DPI	<input type="checkbox"/> Match Original <input type="checkbox"/> GK Pleasing <input type="checkbox"/> Instruction Code _____	Stock _____ Press _____ Press Gain _____ White Point _____ Black Point _____ Total Ink _____	<input type="checkbox"/> TIFF <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input type="checkbox"/> Epson <input type="checkbox"/> Cyclone <input type="checkbox"/> None		
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## SPECIAL INSTRUCTIONS

## DELIVERY INFORMATION

<input type="checkbox"/> if different from above address:	<input type="checkbox"/> Burn to CD <input type="checkbox"/> Upload to FTP <input type="checkbox"/> Call when done Phone: _____ <input type="checkbox"/> Hold for Pickup <input type="checkbox"/> Call Courier _____ Ph: _____ Acct: _____ <input type="checkbox"/> Regular <input type="checkbox"/> Rush <input type="checkbox"/> Hot
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