



Date of Order _____ Time of Order _____ Date Due _____ Time Due _____

Bill To _____ Your Name _____

Billing Address _____ City _____ State _____ ZIP _____

Phone Number _____ Fax Number _____ Cell _____

On Acct VISA / MC / AMEX COD Resale Add Sales Tax HHG Delivery Call When Ready Mail Invoice

- For HHG Use Only
- Imset Film
- Lasers
- Proofing
- Epson Prints
- Scans
- RGB > CMYK (ColorSync)
- Place Scan in File
- Scan Manipulation
- Trapping
- Imposition
- File Intervention
- Design / Production
- Set Type / Type Changes
- Font Search
- Shipping
- Special Handling

Project Description: _____ Job Number: _____

Customer's Client: _____ Client Phone: _____ OK to Contact Client

EXACT File Name: _____ **SM Film**

EXACT File Name: _____ **LG Film**

If a problem is detected: Please Fix as Necessary Contact us before proceeding.

Film / Lasers / Inkjet Prints

- Negative RREDown Negative RREUp Laser Prints
- Positive RREDown Positive RREUp Bond
- Paper (Film Required) Inkjet Print Digital Proof Coated

Page Range

- All Pages Run Only Pages _____ to _____ # of Sets _____

Scale / Page Size

- Trim Size: _____ 100% Other _____

Marks

- Crops Register None

Film Punch

- Head Only Head & Tail None

Screens

- 1200 65 lpi 85 lpi 100 lpi 120 lpi 140 lpi Other _____
- 2400 85 lpi 100 lpi 120 lpi 133 lpi 150 lpi Other _____

Colors / Inks

- 1/1 1/0 1/2 2/2 2/0 4/1 4/2 4/4 4/0
- Process Color: Cyan Magenta Yellow Black
- Print Composite: Colors as Black Colors as Grey
- Spot Color 1: _____° Spot Color 2: _____°
- Spot Color 3: _____° Spot Color 4: _____°

Trapping (We require a NAPS proof when trapping)

- No Trapping (Please Initial _____) InRIP Trapping Already Trapped
- Hand Trap HHG to Decide

Proofing

- Blue Line Qty _____ Digital Proof _____ Qty _____
- 1up All 2 Sides W & T

- No Proof Desired (Please Initial _____) Contact Paper

Imposition (Draw layout on separate piece of paper and attach to this form)

Computer Platform . . .

- | | |
|--|--------------------------|
| Provided | Run |
| <input type="checkbox"/> Macintosh | <input type="checkbox"/> |
| <input type="checkbox"/> Not Macintosh | <input type="checkbox"/> |

Software . . .

- InDesign (ver _____)
- Pagemaker (ver _____)
- QuarkXpress (ver _____)
- Freehand (ver _____)
- Illustrator (ver _____)
- PDF (ver _____)
- Other _____

File Source . . .

- Zip Disk CD
- Floppy
- HHG .ftp
- E-Mail Attachment
- On File @ HHG

Included . . . ? ? ?

	Yes	No
Lasers (Comp)	<input type="checkbox"/>	<input type="checkbox"/>
Lasers (Sep)	<input type="checkbox"/>	<input type="checkbox"/>
Folding Dummy	<input type="checkbox"/>	<input type="checkbox"/>
Color Print	<input type="checkbox"/>	<input type="checkbox"/>
Links	<input type="checkbox"/>	<input type="checkbox"/>
Fonts	<input type="checkbox"/>	<input type="checkbox"/>