



Electronic Data Worksheet

Adobe® Solutions Network

Company _____	
Contact _____	Date of Order _____
Phone _____	Job Due Date _____
Home Phone _____	Email _____

Project Name _____	Size Flat _____ x _____	Folded _____ x _____
No. of Pages _____ Plus Cover _____	Bleed - None 1/8"	
Ink Side 1	Ink Side 2	
Process Inks	Process Inks	
Varnish - Flood Spot	Varnish - Flood Spot	
Spot colors _____	Spot colors _____	
Spot colors _____	Spot colors _____	

Platform - Mac: OS-X, OS-9.x IBM Compatible: WinXP, Win2K, NT, Win 98, Win 95

<p>Native Format - File Name _____ Application _____ Output - All Pages _____ to _____ Imported Graphics - Names/Applications Converted To CMYK</p>	<p>PostScript - File Name _____ From What Application _____ Output - All Pages _____ to _____ ALL Fonts Included</p>
<p>List Font Families - Include Fonts On Disk</p>	<p>OPI (cannot be used where any transparency is included!) Images On File (at Litho Services) My Images</p>
<p>Color Breaking - In File Needs to be done</p>	<p>Trapping Not Needed Done Needs To Be Done</p>
<p>Notes:</p>	<p>Proofs PDF Proof (Hard Copy MUST BE FAXED, too!!) Reduced Final Proofs with crop marks w/bleed All colors printed separately from PS laser printer Xpress Data File on Disk (Quark Only) Disk Directory Printed and Attached (MAC)</p> <p>Note: Time is Money. The more blanks that are completed, the more efficiently your job will be completed. Delays and restarts due to incorrect or missing information and/or mistakes on your disk only add to the cost and time it takes to complete your job. Please take a little extra time in the preparation of your files.</p>