



IMAGESETTER
DIGITAL PRINTING • COLOR GRAPHICS • MULTIMEDIA • PREPRESS • DESIGN
 4606 Pflaum Road ▲ Madison, WI 53718
 608-244-6243 ▲ Fax: 244-1541
 ▲ Email: imageset@imagesetterinc.com
 ▲ Website: http://www.imagesetterinc.com
 ▲ FTP: ftp://www.imagesetterinc.com

Work Order/ Invoice Form

WORKORDER/ INVOICE # _____

• Proofs must be supplied to guarantee correct output.
 • Please fill out work order completely. • We complete invoice when job is done

CLIENT NAME		CONTACT		DATE SENT _____	DATE & TIME DUE _____ / _____
Address		Office Phone () ()	Home Phone (for overnight work) () ()	<input type="checkbox"/> Normal Turnaround	<input type="checkbox"/> Overnight/Same Day <input type="checkbox"/> Rush
City	State	Zip	FAX () ()	DELIVERY <input type="checkbox"/> Call when ready <input type="checkbox"/> Client pick-up <input type="checkbox"/> Leave in drop box	
			PO #	<input type="checkbox"/> Cab/ Delivery Service _____ <input type="checkbox"/> Priority <input type="checkbox"/> Basic	

FILES RECEIVED	<input type="checkbox"/> Disk <input type="checkbox"/> FTPsite(Internet)	DISKTYPE	<input type="checkbox"/> ZIP DISK <input type="checkbox"/> JAZ DISK <input type="checkbox"/> 90, 150 MB BERNOULLI <input type="checkbox"/> 44, 88, OR 200 MB SYQUEST
	<input type="checkbox"/> E-Mail (Internet)		<input type="checkbox"/> CD <input type="checkbox"/> 3.5" FLOPPY DISK <input type="checkbox"/> 128, 650 MB OPTICAL <input type="checkbox"/> OTHER _____

OUTPUT *If proofs are not supplied, we will run proofs for you at our current price. Clients must approve proofs with a signature before we can run final output.

File Name (Use exact file names)	Proofs Supplied* (please circle)	Page #,s to Print	Total Sheets Output	Spreads Printer/Reader	Document Dimension	Output %	Crop Marks	Software/Vers. (Default Macintosh)	Check for Windows File
	Y N	to					Y N		
	Y N	to					Y N		
	Y N	to					Y N		
	Y N	to					Y N		
	Y N	to					Y N		

SPECIAL INSTRUCTIONS

FURTHER INSTRUCTIONS ON BACK

IMAGESSETTING	Choose output LPI & DPI	COLOR OUTPUT	Choose finish and weight
Resolution Line Screen (LPI)		<input type="checkbox"/> Canon Output from file: <input type="checkbox"/> Matte <input type="checkbox"/> Gloss <input type="checkbox"/> 80# Text <input type="checkbox"/> 60# Cover <input type="checkbox"/> Double-sided (DEFAULT: MATTE/80# TEXT/ONE SIDED)	
1200: <input type="checkbox"/> 65 <input type="checkbox"/> 85 <input type="checkbox"/> 100 <input type="checkbox"/> _____		<input type="checkbox"/> Canon Copies off glass: <input type="checkbox"/> Matte <input type="checkbox"/> Gloss <input type="checkbox"/> 80# Text <input type="checkbox"/> 60# Cover <input type="checkbox"/> Double-sided (DEFAULT: MATTE/80# TEXT/ONE SIDED)	
2400: <input type="checkbox"/> 100 <input type="checkbox"/> 120 <input type="checkbox"/> 133 <input type="checkbox"/> 150		<input type="checkbox"/> Big Color: Material: _____ (DEFAULT: COATED GLOSS PAPER)	
3000: <input type="checkbox"/> 175 <input type="checkbox"/> 200		MISCELLANEOUS	Ask about our additional services!
<input type="checkbox"/> RC Paper <input type="checkbox"/> Direct Plate Emulsion:		<input type="checkbox"/> Mounting: Material: _____ (DEFAULT: 3/16" FOAM CORE)	
<input type="checkbox"/> Film: <input type="checkbox"/> Negative <input type="checkbox"/> Positive <input type="checkbox"/> Up <input type="checkbox"/> Down		<input type="checkbox"/> Laminating: Material: _____ (DEFAULT: 3 mil, LUSTER, ONE SIDE)	
Proof: <input type="checkbox"/> Matchprint <input type="checkbox"/> Color-Key <input type="checkbox"/> Indigo		<input type="checkbox"/> 35mm Slide Recorder: <input type="checkbox"/> 2000 LPI <input type="checkbox"/> 4000 LPI (DEFAULT: 4000 LPI)	
<input type="checkbox"/> Contact Print <input type="checkbox"/> Canon Color Laser Print		<input type="checkbox"/> Scanning: (please complete the Scanning section on back.)	

COLOR SEPARATIONS	List ALL color plates wanted.	FONTS	List ALL fonts used including fonts in EPS files. Specify if True Type or Type 1 fonts. Be sure to supply all fonts used (including both screen and printer fonts for Type 1).
(We require clearly labeled separated proofs. If they are not supplied, they will be run for you at our current price.)			
<input type="checkbox"/> Process <input type="checkbox"/> C <input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> K			
<input type="checkbox"/> Pantone/Spot			

WORK ORDER CONTINUED ON BACK


	RECEIVED	COMPLETED	PROOFED	SHIPPED
Date / Time / By	/ /	/ /	/ /	/ /
FOR INTERNAL USE ONLY	INVOICE			
	This invoice is subject to audit by our accounting department for accuracy.			
	Qty.	Description (SIZE/MEDIA/RESOLUTION)	Unit Price	Total
			JOB TOTAL	\$ _____
			SALES TAX	\$ _____
			AMOUNT DUE	\$ _____
				REV. 4/01

Please save work order/invoice # for future re-orders. FILES ARE STORED BY INVOICE # FOR TWO CALENDAR YEARS.

SCANNING

SCAN QUALITY Prices are based on scan quality <input type="checkbox"/> Enhanced Scan: Improve image for best print reproduction quality (including sharpening, color balancing and normal cleanup). <input type="checkbox"/> Rough Scan: Use default color balance settings with no additional enhancement or retouching. (Normally suitable for web sites and color copies)		ORIGINAL TYPE AND QUANTITY Check all that apply and note quantity Quantity Quantity <input type="checkbox"/> Reflective _____ <input type="checkbox"/> Negative Transparency _____ <input type="checkbox"/> 35mm Slide _____ <input type="checkbox"/> Positive Transparency _____	
OUTPUT RESOLUTION We will scan at the optimum resolution for the LPI you specify or at the PPI you request. LPI: <input type="checkbox"/> 85 <input type="checkbox"/> 100 <input type="checkbox"/> 133 <input type="checkbox"/> 150 <input type="checkbox"/> OTHER _____ <input type="checkbox"/> PPI _____		ADDITIONAL Give details under "Scanning Instructions" or attach detailed instructions. <input type="checkbox"/> Crop Original <input type="checkbox"/> Clipping path <input type="checkbox"/> Low Res. Sample <input type="checkbox"/> Supply Canon Proof <input type="checkbox"/> Retouching <input type="checkbox"/> Place in file <input type="checkbox"/> Supply Match Print <input type="checkbox"/> Copy to provided disk	
OUTPUT FORMAT <input type="checkbox"/> MAC <input type="checkbox"/> WINDOWS <input type="checkbox"/> COLOR <input type="checkbox"/> GRAYSCALE <input type="checkbox"/> EPS <input type="checkbox"/> TIFF <input type="checkbox"/> JPEG <input type="checkbox"/> CompuServe GIF <input type="checkbox"/> Bitmap <input type="checkbox"/> RAW <input type="checkbox"/> Scitex CT <input type="checkbox"/> Photoshop 4.0 <input type="checkbox"/> Photoshop 5.0		SCANNING INSTRUCTIONS _____ _____	
SPECIAL INSTRUCTIONS <div style="text-align: center;">  <h1>IMAGESETTER</h1> <p>DIGITAL PRINTING • COLOR GRAPHICS • MULTIMEDIA • PREPRESS • DESIGN</p> </div>			

REQUIREMENTS FOR JOB SUBMISSION:	
<ol style="list-style-type: none"> A completed Imagesetter Work Order Form. Make sure you fill out everything. Unwanted output from incomplete work orders costs you money and delays. Please be specific. Include exact file names and specific color names---even the version of software you're using. Clearly labeled, current laser proofs (TIP: if the page size is too large for your printer, please reduce it to fit. We'd much rather see crops, exact file names, color names, etc, as opposed to having the proof be exact size). If you do not provide proofs (including color separated proofs) we will run proofs for you at our current price. They will be submitted to you for approval before running your output. Be aware that this can cause delays depending on the complexity of your file. A print-out directory of files on the provided disk. This helps us to identify potential problems and/or missing files. (TIP: Please avoid copying Windows files onto Mac formatted disks, and Mac files onto Windows formatted disks. Pre-formatted disks are available for both Mac and PC platforms. Mac computers will mount a Windows formatted disk without any problem, so sometimes it can be confusing.) Fonts. Please submit fonts with each job. Be sure to provide both screen & printer fonts for type 1 fonts, and to indicate all true type fonts. (NEVER mix truetype fonts inside suitcases/screen fonts with a type 1 font). Windows users: Make sure you send both the *.pfb & *.pfm files for all Type 1 fonts. 	<ul style="list-style-type: none"> -- Send only what you need for output. Please remove all files from any submitted media that are not used with the specific project you are submitting. Extra files cause confusion, and can lead to delays. (TIP: Both Quark & Pagemaker have "collect for output" options that will save everything you need to run your file (except fonts) into one folder.) -- Overnight Service: If you are requesting overnight or weekend service, we ask that you provide a home phone number in the event we need to contact you with questions. Our policy is not to call after 10:00pm unless you specifically authorize it. -- Previously Run Jobs: If you are requesting a re-run of a previously run job from us, be aware that we only keep recent jobs on our server for 1 week after we've output the job. After that it is backed up on DAT tape for two calendar years. If the job you require is more than 1 week old, we charge a minimum file retrieval fee. (NOTE: if your job was very large, the file retrieval fee could be more...typically, the longer the time it takes to retrieve, the more the file retrieval fee will be). IMPORTANT: regardless of when your job was originally run, if you need it re-run, we must have the original invoice number that was in the upper right hand corner of our invoice to you...this is our only means of tracking your job. Requests for previously run jobs without our original invoice number will be at least twice the minimum charge. -- Windows Users: Due to the added complexity of the Windows-to-PostScript interface, our normal turnaround time is 48 hours. We will attempt to complete the job in a shorter time when you need it but rush charges will apply.
<p>I understand the job requirements listed above and have verified that this form is accurate and complete.</p> <p>X _____ Date: _____</p>	

	Did you use "collect for output" for Quark files? <input type="checkbox"/> yes	Did you consider trapping requirements? <input type="checkbox"/> yes
	Did you include all fonts or check our font list? <input type="checkbox"/> yes	Did you remove all unnecessary files from your media? <input type="checkbox"/> yes
	Did you include both printer and screen fonts, including those in EPS files? <input type="checkbox"/> yes	Did you include all placed graphics? <input type="checkbox"/> yes
	Did you separate "True Type" fonts from "Type 1" fonts? <input type="checkbox"/> yes	Did you include a nighttime phone number for overnight jobs? <input type="checkbox"/> yes
	Did you supply clearly labeled proofs, including proofs of separation plates? <input type="checkbox"/> yes	Did you check carefully to be sure this form is accurate and complete? <input type="checkbox"/> yes