

For Your Information

Electronic Imaging Order Form

Company: _____ Contact: _____
 Job Name: _____ Job No.: _____
 Date: _____ Due Date: _____ P.O. No.: _____

Scanning

No. of Transparencies: _____ No. of Reflective Colors: _____ Total Scans: _____

Client to Receive:

- Image Retouching:**
- Delete
 - Scratches
 - Airbrush
 - Extend Background
 - Knockout
 - Background
 - Outline
- Color Correcting (Details):**
- _____
- _____
- _____
- Outlining:**
- _____
- _____
- _____
- Special (See Notes):**
- _____
- _____
- _____

File Information

NOTE: a laser proof of the file must accompany this step at CardPak

File Source:

- 3.5" Floppy Disk _____ MB
 - Zip Disk _____ MB
 - E-mail _____ MB
 - CD _____ MB
 - Other _____ MB
- _____
- _____
- _____

Software:

- Macintosh
- IBM/DOS
- Quark Xpress V. _____
- InDesign V. _____
- PageMaker V. _____
- CorelDraw V. _____
- FreeHand V. _____
- Illustrator V. _____
- PhotoShop V. _____
- Other V. _____

File Name: (More space available on next page)	No. of Pages	4/C Proc.	No. of Colors	Trim Size	Bleed			

PMS Colors to Print:

Assembly Information:

Trapping: By CardPak or see Negative Spec Sheet
Bleeds: 1/8" all sides
Customer Placed: Low-res High-res Outline Images
CardPak to: OPI swap low-res for high-res . place images
Special: _____

