

XEIKON ORDER FORM



http://www.imgsrc.com
ftp.imgsrc.com

MODEM FILE(S) NAME	YOUR NAME	E-MAIL:	
BILL TO / COMPANY	DAY PHONE ()	DATE IN	TIME IN
ADDRESS	EVE PHONE (Up to 8pm) ()	DATE DUE	TIME OUT
	EXTENSION/CELL ()	P.O. #	

RESALE VISA/MC COD ACCOUNT

FILE NAME	PROGRAM	VERSION	MAC	PC	% Scale	WHAT PAGE No. DO WE PRINT	# of Prints per pg*	Total #of Prints*	PERFECTING			SIZE				ORIENTATION			BINDERY					PAPERS
									4/0	4/1	4/4	Letter	Tabloid	3-fold	Other	Tall	Wide	Bleeds	Cutting	Folding	Stitching	Perfing	Coating	
PROOFING <input type="checkbox"/> Any paper \$10.00 <input type="checkbox"/> Ordered Paper \$25.00 <input type="checkbox"/> I do not want to see a proof. I agree to take full responsibility for payment of printing and waive any recourse. Signed _____		RIPPED FILES <input type="checkbox"/> Save for 7 days <input type="checkbox"/> Copy onto supplied media																						
INSTRUCTIONS Please use a separate form for each file submitted. There is a setup charge of \$25.00 for each file. Each file may have multiple pages. However, each page must be the same size. If you have mixed 4/4 and 4/0 pages in the same file you must insert an empty page after the 4/0 pages. If you want to print varying amounts on multiple pages, from the same file, please specify which pages, and what amounts to print to the right. There will be a charge of \$10.00 per file																		<input type="checkbox"/> Color Expressions 28# Bond (105gsm) <input type="checkbox"/> IvoLaser 65# Cover (190gsm) <input type="checkbox"/> IvoLaser 90# Cover (240gsm) <input type="checkbox"/> Silver Blade Gloss 88# Text (130gsm) <input type="checkbox"/> Silver Blade Gloss 74# Cover (200gsm) <input type="checkbox"/> Silver Blade Gloss 90# Cover (240gsm) <input type="checkbox"/> Classic Linen 80# Cover (216gsm) SPECIALTY PAPERS* <input type="checkbox"/> DuraCoat Superclear 4 mil <input type="checkbox"/> MacTac adhesive 60# matte <i>*Minimum order of \$125.00 on these papers</i>						

*Prints per page are the number per page. Total prints are the total amount of prints for all the pages on each line.

SPECIAL INSTRUCTIONS

Not responsible for media loss. Send back-ups only.

IMPORTANT Please Note:

- Placing an order assumes agreement with our liability policy.
- Provide all placed or imported images, and fonts, used in your document
- The Image Source only supports the current and previous version of software. Please check with our staff for software supported.
- Colors should be in CMYK. Make sure that placed images are also CMYK
- Paper samples are available from customer service staff
- It is recommended that you discuss your job with the Xeikon staff
- When requested, ripped files will be saved for 7 days or copied to your supplied media. Please check the appropriate box

LIST ALL FONTS USED

FOR IMAGE SOURCE USE ONLY

STAFF TIME WILL BE BILLED AT \$75.00 PER HOUR.

SUPPORT NO.: _____	CHECKED IN BY _____	PS'D BY _____	COMMENTS:
QUOTE NO.: _____	<input type="checkbox"/> Ber <input type="checkbox"/> Syq <input type="checkbox"/> Zip	PRINTED BY _____	
File Names _____	<input type="checkbox"/> Jaz <input type="checkbox"/> Floppy <input type="checkbox"/> Ez	CHECKED BY _____	
PS _____	<input type="checkbox"/> CD <input type="checkbox"/> Optical	CHECKED BY _____	
Rip _____	<input type="checkbox"/> BBS <input type="checkbox"/> E-Mail	INVOICED BY _____	
	INV# _____	CHECKED BY _____	

TWO LOCATIONS

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