

Digital Art & Graphics Job Submission Form

Date Submitted: _____
Due Date: _____

Customer/Contact Info

Contact: _____ PO Number: _____
Company: _____ Quote Number: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Ext: _____ Fax: _____
Alternate Phone: _____ Ext: _____ Email: _____

File Info

Job Name: _____
File Sent via: _____ OS Platform: _____ Application: _____
Output: Output ALL Pages Output ONLY these pages: _____
Fonts Included: Yes No Links Included: Yes No
Proof Included: Yes No Faxed to: 905.574.0677
Proofing: _____

Printing Info

Quantity: _____
Flat Finished Size: _____
Ink Colours: _____
Paper Stock Description: _____
Stock Weight: _____ # Cover Text/Book

Bindery Info

Folding: _____
 Numbering: From: _____ To: _____
 Binding: _____
 Scoring/Perfing: _____
 Drilling: _____

Additional Notes, Instructions and Diagrams

Please submit this form with your job or fax to: 905.574.0677