

1 CONTACT

CONTACT NAME
COMPANY
DAY PHONE NUMBER ()
NIGHT PHONE NUMBER ()
STREET ADDRESS
CITY STATE ZIP CODE

2 SHIPPING

SHIPPING CONTACT NAME <input type="checkbox"/> CHECK IF SAME AS JOB CONTACT
COMPANY PHONE
STREET ADDRESS
CITY STATE ZIP CODE
<input type="checkbox"/> COURIER <input type="checkbox"/> HOLD FOR PICK-UP AT SPX <input type="checkbox"/> OVERNIGHT <input type="checkbox"/> US MAIL <input type="checkbox"/> USE MY SHIPPING ACCOUNT NUMBER: _____ WITH CARRIER: _____

3 BILLING

P.O. NUMBER
SPIRExpress ACCOUNT NUMBER <input type="checkbox"/> COD
MC/VISA/AMEX NUMBER & EXP. DATE
QUOTE REFERENCE
TODAY'S DATE DATE/TIME DUE
TURNAROUND (SEE REVERSE FOR DETAILS) <input type="checkbox"/> STANDARD <input type="checkbox"/> PRIORITY <input type="checkbox"/> FIRST PRIORITY

4 STORAGE MEDIA

ORIGINAL CLIENT SUPPLIED DISK PURCHASE FROM SPIRExpress
 When supplying storage media please provide adequate storage space. See chart on back.

5 IMAGE INFORMATION

	IMAGE # _____	IMAGE # _____	IMAGE # _____	IMAGE # _____
IMAGE DESCRIPTION				
TYPE OF ORIGINAL	<input type="checkbox"/> 35MM <input type="checkbox"/> 8X10 <input type="checkbox"/> 2 1/4 <input type="checkbox"/> REFLECTIVE <input type="checkbox"/> 4X5 <input type="checkbox"/> OTHER	<input type="checkbox"/> 35MM <input type="checkbox"/> 8X10 <input type="checkbox"/> 2 1/4 <input type="checkbox"/> REFLECTIVE <input type="checkbox"/> 4X5 <input type="checkbox"/> OTHER	<input type="checkbox"/> 35MM <input type="checkbox"/> 8X10 <input type="checkbox"/> 2 1/4 <input type="checkbox"/> REFLECTIVE <input type="checkbox"/> 4X5 <input type="checkbox"/> OTHER	<input type="checkbox"/> 35MM <input type="checkbox"/> 8X10 <input type="checkbox"/> 2 1/4 <input type="checkbox"/> REFLECTIVE <input type="checkbox"/> 4X5 <input type="checkbox"/> OTHER
FILE FORMAT <input type="checkbox"/> MAC <input type="checkbox"/> PC	<input type="checkbox"/> TIFF <input type="checkbox"/> PICT <input type="checkbox"/> EPS <input type="checkbox"/> OTHER <input type="checkbox"/> EPS/DCS	<input type="checkbox"/> TIFF <input type="checkbox"/> PICT <input type="checkbox"/> EPS <input type="checkbox"/> OTHER <input type="checkbox"/> EPS/DCS	<input type="checkbox"/> TIFF <input type="checkbox"/> PICT <input type="checkbox"/> EPS <input type="checkbox"/> OTHER <input type="checkbox"/> EPS/DCS	<input type="checkbox"/> TIFF <input type="checkbox"/> PICT <input type="checkbox"/> EPS <input type="checkbox"/> OTHER <input type="checkbox"/> EPS/DCS
IMAGE FORMAT ★ PLEASE INDICATE IN SPECIAL INSTRUCTIONS	<input type="checkbox"/> LINE ART <input type="checkbox"/> RGB <input type="checkbox"/> GRAYSCALE <input type="checkbox"/> DUOTONE <input type="checkbox"/> CMYK <input type="checkbox"/> OTHER ★	<input type="checkbox"/> LINE ART <input type="checkbox"/> RGB <input type="checkbox"/> GRAYSCALE <input type="checkbox"/> DUOTONE <input type="checkbox"/> CMYK <input type="checkbox"/> OTHER ★	<input type="checkbox"/> LINE ART <input type="checkbox"/> RGB <input type="checkbox"/> GRAYSCALE <input type="checkbox"/> DUOTONE <input type="checkbox"/> CMYK <input type="checkbox"/> OTHER ★	<input type="checkbox"/> LINE ART <input type="checkbox"/> RGB <input type="checkbox"/> GRAYSCALE <input type="checkbox"/> DUOTONE <input type="checkbox"/> CMYK <input type="checkbox"/> OTHER ★
IMAGE USE	<input type="checkbox"/> OFFSET PRINTING <input type="checkbox"/> CHROMAPRESS <input type="checkbox"/> CANON <input type="checkbox"/> IRIS <input type="checkbox"/> SLIDES ★★ <input type="checkbox"/> RC <input type="checkbox"/> FPO	<input type="checkbox"/> OFFSET PRINTING <input type="checkbox"/> CHROMAPRESS <input type="checkbox"/> CANON <input type="checkbox"/> IRIS <input type="checkbox"/> SLIDES ★★ <input type="checkbox"/> RC <input type="checkbox"/> FPO	<input type="checkbox"/> OFFSET PRINTING <input type="checkbox"/> CHROMAPRESS <input type="checkbox"/> CANON <input type="checkbox"/> IRIS <input type="checkbox"/> SLIDES ★★ <input type="checkbox"/> RC <input type="checkbox"/> FPO	<input type="checkbox"/> OFFSET PRINTING <input type="checkbox"/> CHROMAPRESS <input type="checkbox"/> CANON <input type="checkbox"/> IRIS <input type="checkbox"/> SLIDES ★★ <input type="checkbox"/> RC <input type="checkbox"/> FPO
FINAL IMAGE SIZE PERCENTAGE OR MEASUREMENT (INCHES OR MILLIMETERS) PLEASE INDICATE CROP INFORMATION ON A LASER OR ON THE ORIGINAL. IF NO CROPPING IS INDICATED, WE WILL SCAN FULL FRAME.				
RESOLUTION <input type="checkbox"/> PPI <input type="checkbox"/> LPI				
SILO / RETOUCHING				

6 IMAGES FOR FINAL ART

<input type="checkbox"/> SCAN TO DISK (HIGH RESOLUTION FILE) <input type="checkbox"/> SCAN & PROVIDE LOOSE COLOR PROOF WITH LOW RESOLUTION FILE (FPO) <input type="checkbox"/> SCAN & PROVIDE LOOSE FILM & COLOR PROOF (NO FILE) <input type="checkbox"/> SCAN & PROVIDE LOOSE FILM & COLOR PROOF WITH HIGH RESOLUTION FILE <input type="checkbox"/> SCAN & PLACE INTO MY DOCUMENT PLEASE LIST DOCUMENT NAME: _____ PROVIDE FILM & COLOR PROOF	FILM INFORMATION FILM: <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE EMULSION: <input type="checkbox"/> UP <input type="checkbox"/> DOWN	PRESS INFORMATION THIS INFORMATION CAN BE SUPPLIED TO YOU BY YOUR PRINTER SPIRE PRESSROOM: <input type="checkbox"/> NEXPRESS <input type="checkbox"/> QUICKMASTER <input type="checkbox"/> SPEEDMASTER OTHER: <input type="checkbox"/> WEB <input type="checkbox"/> HEATSET <input type="checkbox"/> SHEETFED <input type="checkbox"/> NON HEATSET PAPER TYPE: <input type="checkbox"/> COATED <input type="checkbox"/> UNCOATED MAX. SHADOW DENSITY: _____%	
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CHECK HERE IF SPECIAL INSTRUCTIONS ARE INCLUDED ON THE REVERSE SIDE OF THIS FORM.

7 SPECIAL INSTRUCTIONS

INTERNAL USE ONLY

TEAM _____

AS REP _____

AS REP 2 _____

SERVER VOLUME
LOCATION

TERMS AND CONDITIONS: Net 30 days. Accounts more than 45 days past due will be charged a finance charge of 1.5% per month on the past due balance. At 60 days past due, accounts will be subject to suspension. All COD work must be secured with a credit card at time of project submission. We accept cash, checks, and major credit cards. A \$25.00 service fee will be assessed for returned checks. SPIRExpress will not be liable for damaged or lost materials under any circumstances, except to replace them with an equal amount of the same material. We assume no responsibility for any cost incurred using our products. Please check all of your SPIRExpress output carefully. We are not responsible for projects left longer than 60 days. Please send backup disks only, not originals. All prices, services, turnarounds, and technical information listed are subject to change. Client agrees to hold harmless and to indemnify SPIRExpress for all costs, expenses, attorneys' fees or judgments resulting from a claim/lawsuit against SPIRExpress for copyright infringement. All trademark names are used in an editorial fashion and to the benefit of the trademark owner with no intention of infringement.

SPIRExpress will archive images we scan for 12 months. After the initial project, images can be retrieved for an additional fee. In order to retrieve an image, please reference the SPIRExpress job number under which it was originally scanned. Customer archive programs are available. Please call us if you are interested in a solution tailored for your company.

Approximate Size in Megabytes of TIFF files (EPS files are larger)

PPI		72	100	150	200	250	266	300	350	400	450	500	550	600	650	700	750	800	
C M Y K	SIZE (inches)																		
	1 x 1	0.02	0.04	0.09	0.15	0.24	0.27	0.34	0.47	0.61	0.77	0.95	1.15	1.37	1.61	1.87	2.15	2.44	
	2 x 3	0.12	0.23	0.51	0.92	1.43	1.62	2.06	2.80	3.66	4.63	5.72	6.92	8.24	9.67	11.21	12.87	14.65	
	4 x 5	0.40	0.76	1.72	3.05	4.77	5.40	6.87	9.34	12.20	15.45	19.07	23.07	27.46	32.23	37.38	42.91	48.82	
	5 x 7	0.69	1.33	3.00	5.34	8.34	9.45	12.01	16.35	21.36	27.03	33.37	40.38	48.06	56.40	65.41	75.09	85.43	
	6 x 9	1.07	2.06	4.63	8.24	12.87	14.57	18.54	25.23	32.95	41.71	51.49	62.30	74.14	87.02	100.92	115.85	131.81	
	8 x 10	1.58	3.05	6.87	12.20	19.07	21.59	27.46	37.38	48.82	61.79	76.28	92.30	109.84	128.91	149.51	171.63	198.28	
	8 x 11	1.85	3.57	8.02	14.26	22.29	25.23	32.10	43.69	57.06	72.21	89.15	107.88	128.38	150.67	174.74	200.59	228.23	
	10 x 12	2.37	4.58	10.30	18.31	28.61	32.38	41.19	56.07	73.23	92.68	114.42	138.45	164.77	193.37	224.27	257.45	292.92	
	11 x 14	3.04	5.87	13.22	23.49	36.71	41.56	52.86	71.95	93.98	118.94	146.84	177.68	211.45	248.16	287.81	330.39	375.91	
	11 x 17	3.70	7.13	16.05	28.53	44.58	50.47	64.19	87.37	114.12	144.43	178.31	215.75	256.76	301.34	349.48	401.19	456.46	
	12 x 18	4.27	8.24	18.54	32.95	51.49	58.29	74.14	100.92	131.81	166.83	205.96	249.21	296.58	348.07	403.68	463.41	527.25	
	14 x 17	4.71	9.08	20.42	36.31	56.73	64.23	81.70	111.20	145.24	183.82	226.94	274.59	326.79	383.52	444.79	510.60	580.95	
	16 x 20	6.33	12.20	27.46	48.82	76.28	86.36	109.84	149.51	195.28	247.15	305.12	369.20	439.38	515.66	598.04			
	17 x 22	7.39	14.26	32.10	57.06	89.15	100.93	128.38	174.74	228.23	288.86	356.61	431.50	513.52					
	20 x 24	9.49	18.31	41.19	73.23	114.42	129.54	164.77	224.27	292.92	370.72	457.69	553.80						
G R A Y S C A L E	SIZE (inches)																		
	1 x 1	0.01	0.01	0.02	0.04	0.06	0.07	0.09	0.12	0.15	0.19	0.24	0.29	0.34	0.40	0.47	0.54	0.61	
	2 x 3	0.03	0.06	0.13	0.23	0.36	0.40	0.51	0.70	0.92	1.16	1.43	1.73	2.06	2.42	2.80	3.22	3.66	
	4 x 5	0.10	0.19	0.43	0.76	1.19	1.35	1.72	2.34	3.05	3.86	4.77	5.77	6.87	8.06	9.34	10.73	12.20	
	5 x 7	0.17	0.33	0.75	1.33	2.09	2.36	3.00	4.09	5.34	6.76	8.34	10.10	12.01	14.10	16.35	18.77	21.36	
	6 x 9	0.27	0.51	1.16	2.06	3.22	3.64	4.63	6.31	8.24	10.43	12.87	15.58	18.54	21.75	25.23	28.96	32.95	
	8 x 10	0.40	0.76	1.72	3.05	4.77	5.40	6.87	9.34	12.20	15.45	19.07	23.07	27.46	32.23	37.38	42.91	48.82	
	8 x 11	0.46	0.89	2.01	3.57	5.57	6.31	8.02	10.92	14.26	18.05	22.29	26.97	32.10	37.67	43.69	50.15	57.06	
	10 x 12	0.59	1.14	2.57	4.58	7.15	8.10	10.30	14.02	18.31	23.17	28.61	34.61	41.19	48.34	56.07	64.36	73.23	
	11 x 14	0.76	1.47	3.30	5.87	9.18	10.39	13.22	17.99	23.49	29.74	36.71	44.42	52.86	62.04	71.95	82.60	93.98	
	11 x 17	0.92	1.78	4.01	7.13	11.14	12.62	16.05	21.84	28.53	36.11	44.58	53.94	64.19	75.33	87.37	100.30	114.12	
	12 x 18	1.07	2.06	4.63	8.24	12.87	14.57	18.54	25.23	32.95	41.71	51.49	62.30	74.14	87.02	100.92	115.85	131.81	
	14 x 17	1.18	2.27	5.11	9.08	14.18	16.06	20.42	27.80	36.31	45.95	56.73	68.65	81.70	95.88	111.20	127.65	145.24	
	16 x 20	1.58	3.05	6.87	12.20	19.07	21.59	27.46	37.38	48.82	61.79	76.28	92.30	109.84	128.91	149.51	171.63	195.28	
	17 x 22	1.85	3.57	8.02	14.26	22.29	25.23	32.10	43.69	57.06	72.21	89.15	107.88	128.38	150.67	174.74	200.59	228.23	
	20 x 24	2.37	4.58	10.30	18.31	28.61	32.38	41.19	56.07	73.23	92.68	114.42	138.45	164.77	193.37	224.27	257.45	292.92	