

1 CONTACT

CONTACT NAME		
COMPANY		
DAY PHONE NUMBER		
NIGHT PHONE NUMBER	HOW LATE MAY WE CALL?	
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 SPIRE Express <input type="checkbox"/> OVERNIGHT <input type="checkbox"/> US MAIL <input type="checkbox"/> USE MY SHIPPING ACCOUNT NUMBER: _____ WITH CARRIER: _____	

3 BILLING

P.O. NUMBER	
SPIRE Express 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 FILE INFORMATION (use one column per file)

FILE NAME	FILE NAME	FILE NAME
APPLICATION/VERSION <input type="checkbox"/> MAC <input type="checkbox"/> WINDOWS	APPLICATION/VERSION <input type="checkbox"/> MAC <input type="checkbox"/> WINDOWS	APPLICATION/VERSION <input type="checkbox"/> MAC <input type="checkbox"/> WINDOWS
NUMBER OF PAGES	NUMBER OF COPIES EACH	NUMBER OF PAGES
NUMBER OF PAGES	NUMBER OF COPIES EACH	NUMBER OF PAGES
NUMBER OF COPIES EACH	NUMBER OF COPIES EACH	NUMBER OF COPIES EACH
PAGE RANGE: from _____ to _____	LASER PROOFS: <input type="checkbox"/> INCLUDED	PAGE RANGE: from _____ to _____
PAGE RANGE: from _____ to _____	LASER PROOFS: <input type="checkbox"/> INCLUDED	PAGE RANGE: from _____ to _____
PAGE RANGE: from _____ to _____	LASER PROOFS: <input type="checkbox"/> INCLUDED	PAGE RANGE: from _____ to _____
TYPEFACES AND FOUNDRY USED <input type="checkbox"/> Fonts are supplied	TYPEFACES AND FOUNDRY USED <input type="checkbox"/> Fonts are supplied	TYPEFACES AND FOUNDRY USED <input type="checkbox"/> Fonts are supplied
SUPPORT FILES (TIFF, EPS, PICT, etc.) <input type="checkbox"/> INCLUDED <input type="checkbox"/> NOT INCLUDED (FPO) <input type="checkbox"/> LINK TO SPX SCANS	SUPPORT FILES (TIFF, EPS, PICT, etc.) <input type="checkbox"/> INCLUDED <input type="checkbox"/> NOT INCLUDED (FPO) <input type="checkbox"/> LINK TO SPX SCANS	SUPPORT FILES (TIFF, EPS, PICT, etc.) <input type="checkbox"/> INCLUDED <input type="checkbox"/> NOT INCLUDED (FPO) <input type="checkbox"/> LINK TO SPX SCANS
METHOD OF TRANSMISSION <input type="checkbox"/> EMAIL <input type="checkbox"/> INTERNET: ftp	METHOD OF TRANSMISSION <input type="checkbox"/> EMAIL <input type="checkbox"/> INTERNET: ftp	METHOD OF TRANSMISSION <input type="checkbox"/> EMAIL <input type="checkbox"/> INTERNET: ftp
UPLOAD NAME: _____	UPLOAD NAME: _____	UPLOAD NAME: _____

5 PRINTING INSTRUCTIONS (use one column only)

Use a separate form for each type of output. Please check your output; we can not assume responsibility for any cost incurred using our output. Please send backup disks only, not originals.

INDICATE HERE IF SPECIAL INSTRUCTIONS ARE INCLUDED ON THE REVERSE SIDE OF THIS FORM.

SPiRE Express use only.

initials

machine

printer

volume

Output type	IMAGESETTING	COLOR PRINTING	FILE CONVERSION
Media	<input type="checkbox"/> FILM: <input type="checkbox"/> POS. <input type="checkbox"/> NEG EMULSION: <input type="checkbox"/> UP <input type="checkbox"/> DOWN	CANON PRINTS: <input type="checkbox"/> LETTER <input type="checkbox"/> TABLOID <input type="checkbox"/> 12" X 18"	IRIS PRINTS: <input type="checkbox"/> TABLOID (10.6" X 17.2")
Page Size	<input type="checkbox"/> LETTER <input type="checkbox"/> TABLOID <input type="checkbox"/> 15 X 21 <input type="checkbox"/> 25 X 38 <input type="checkbox"/> OTHER	CANON STOCKS: <input type="checkbox"/> TEXT WT. <input type="checkbox"/> COVER	<input type="checkbox"/> TIFF-IT P-1 <input type="checkbox"/> POSTSCRIPT <input type="checkbox"/> PDF <input type="checkbox"/> PDF-X1A <input type="checkbox"/> OTHER <input type="checkbox"/> RES
Separations/Stocks	<input type="checkbox"/> NONE <input type="checkbox"/> PROCESS <input type="checkbox"/> SPOT (list colors in special instructions) <input type="checkbox"/> OVERPRINT (list colors in special instructions) <input type="checkbox"/> KNOCKOUT (list colors in special instructions) <input type="checkbox"/> TRAP (turnaround by quote)	IRIS STOCKS: <input type="checkbox"/> GLOSS (default) <input type="checkbox"/> MATTE <input type="checkbox"/> SEMI-MATTE <input type="checkbox"/> TRANSPARENCY	
Options	<input type="checkbox"/> CROP/REGISTRATION MARKS <input type="checkbox"/> REDUCE/ENLARGE % <input type="checkbox"/> SCREEN RULING LPI <input type="checkbox"/> LINK TO SPX SCANS JOB #	<input type="checkbox"/> CROP/REGISTRATION MARKS <input type="checkbox"/> REDUCE/ENLARGE % <input type="checkbox"/> FIT TO PAGE <input type="checkbox"/> LINK TO SPX SCANS JOB #	
Proofing	<input type="checkbox"/> MATCHPRINT <input type="checkbox"/> CONTACT <input type="checkbox"/> DYLUX <input type="checkbox"/> KODAK APPROVAL <input type="checkbox"/> OTHER	LAMINATION <input type="checkbox"/> GLOSS <input type="checkbox"/> MATTE <input type="checkbox"/> OTHER	MOUNTING <input type="checkbox"/> FOAMCORE <input type="checkbox"/> GATORBOARD <input type="checkbox"/> OTHER

6 SPECIAL INSTRUCTIONS

7 DESIGN GUIDELINES

Turnaround. All turnarounds are subject to availability. Extremely complex files may extend turnaround and/or incur run time charges, but we will alert you first. Our Account Services Department maintains a list of PC software programs from which we can accept files. PC/Windows production is not available on weekends unless scheduled in advance.

Film. Film will be run at 2400 dpi, 133 lpi, negative, emulsion side down unless otherwise indicated on the work order.

Trapping. Trapping is available for film separations from Macintosh-generated files.

Proofs. Analog proofs (ie matchprint or dylux) are strongly recommended for all film and require additional turnaround time.

Size. All dimensions in inches unless otherwise noted.

Fonts. Please do not stylize type in the style menus.

Workorders. All files require a complete Spire Express workorder and accurate laser proofs.

Separations. For film separations, please provide accurate laser proofs, both separated and composite.

Iris 4012. The Iris 4012 is a 300 dpi digital inkjet proofer with an image area of 10.6" x 17.2". For scanned images, CMYK files produce the best color; 150 dpi resolution is sufficient for image quality. Please do not supply images with resolutions greater than 150 dpi. Pantone reference books printed on our Iris printers are available for a nominal fee.

Canon CLC. The Canon CLC's are full color, toner based, laser printers driven by the Fiery RIP with a 1/3-inch non-printing margin around the page. For scanned images, CMYK files produce the best color; 150 dpi resolution is sufficient for image quality. Please do not supply images with resolutions greater than 150 dpi. Pantone reference sheets printed on our Canon CLC printers are available. Double-sided Canon prints are available.

8 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.

SPIRE Express 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 SPIRE Express 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 SPIRE Express for all costs, expenses, attorneys' fees or judgments resulting from a claim/lawsuit against SPIRE Express 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.