



Electronic Data Worksheet

Adobe® Solutions Network

Company _____	
Contact _____	Date of Order _____
Phone _____	Job Due Date _____
Home Phone _____	Email _____
Project Name _____ Size Flat _____ x _____ Folded _____ x _____	
No. of Pages _____ Plus Cover _____	Bleed - None 1/8"
Ink Side 1	Ink Side 2
Process Inks	Process Inks
Varnish - Flood Spot	Varnish - Flood Spot
Spot colors _____	Spot colors _____
Spot colors _____	Spot colors _____
Platform - Mac: OS-X, OS-9.x IBM Compatible: WinXP, Win2K, NT, Win 98, Win 95	
Native Format - File Name _____ Application _____ Output - All Pages _____ to _____ Imported Graphics - Names/Applications Converted To CMYK	PostScript - File Name _____ From What Application _____ Output - All Pages _____ to _____ ALL Fonts Included
	OPI (cannot be used where any transparency is included!) Images On File (at Litho Services) My Images
List Font Families - Include Fonts On Disk	Trapping Not Needed Done Needs To Be Done
	Proofs PDF Proof (Hard Copy MUST BE FAXED, too!!) Reduced Final Proofs with crop marks w/bleed All colors printed separately from PS laser printer Xpress Data File on Disk (Quark Only) Disk Directory Printed and Attached (MAC)
Color Breaking - In File Needs to be done	Note: Time is Money. The more blanks that are completed, the more efficiently your job will be completed. Delays and restarts due to incorrect or missing information and/or mistakes on your disk only add to the cost and time it takes to complete your job. Please take a little extra time in the preparation of your files.
Notes:	