

Job# _____

OUTPUT SPECIFICATIONS



Please answer the questions on this specifications sheet. If you fail to answer all the questions, this may slow down the completion of your job and/or result in the job being completed incorrectly. If you have any questions, please ask a member of the prepress staff before sending your job. Include laser copies (composite and seps) as reference. If your files should need revisions, please include specific written information. 4/28/2000

<p style="text-align: center;">Customer Information</p> <p>Job Name: _____</p> <p>Customer: _____</p> <p>Contact: _____</p> <p>Phone: _____</p>	<p style="text-align: center;">Job Track</p> <p>Checked In: _____</p> <p>Pre-Flight Due Date: _____</p> <p>Pre-Flight Completed: _____</p> <p>Camera Ready Art: _____</p> <p>Laser Proofs: _____</p> <p>Cust. Approval: _____</p>	<p style="text-align: right;">9707 Broadway San Antonio, TX 78217-0568 210/805-9185 1-800/299-9185</p> <p>Web site: http://www.focusdirect.com ftp site: ftp://ftp.focusdirect.com</p> <p style="text-align: right;">Cris Harwood: ext. 208 cris.harwood@focusdirect.com</p> <p style="text-align: right;">Michelle Menchaca: ext. 209 michelle.menchaca@focusdirect.com</p> <p style="text-align: right;">Rene Mendiola: ext. 297 rene.mendiola@focusdirect.com</p> <p style="text-align: right;">Janet Sullivan: ext. 404 janet.sullivan@focusdirect.com</p> <p>Sales Executive: _____</p> <p>Project Manager: _____</p>
<p>Incoming</p> <p>Media: <input type="checkbox"/> ZIP <input type="checkbox"/> JAZ <input type="checkbox"/> diskette(s) <input type="checkbox"/> Film <input type="checkbox"/> Other</p> <p>Images: <input type="checkbox"/> 35mm <input type="checkbox"/> B&W <input type="checkbox"/> Color Photo <input type="checkbox"/> Actual Item(s)</p> <p>Media Format: <input type="checkbox"/> Macintosh <input type="checkbox"/> IBM <input type="checkbox"/> Other</p> <p>File Compression: <input type="checkbox"/> Not Used <input type="checkbox"/> Used</p> <p>Proofs Provided: <input type="checkbox"/> Lasers (color or B&W) <input type="checkbox"/> Matchprint <input type="checkbox"/> Color Key <input type="checkbox"/> Blueline</p>		

Output						
Entry No.	File Name	App. Version	Pages	flat finish Size	Bleeds	Special Instructions
1	Example Entry	QXP 4.0	1-2	8.5x11	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	

Proof Output								
Entry No.	File Name	Total Seps.	Process Color Info	Print These (Spot Color)	Matchprint	Plate/Proof	Epson (color copy)	Blueline
1	Example Entry	5/2	CMYK	PMS 200, (pg1) / 185 & black (pg2)	N	2	N	3

Important instructions

<p>Include a directory with all disks to indicate Fonts and Images</p> <p>All Fonts used, must be included on the disk, for each file</p> <p>All images, must be included on disk, including embedded images</p>	<p>Images and Scans must be a minimum of 266 dpi for 133 line screen or 300 dpi for 150 line screen and used at 100%.</p> <p>Save Lasered text as ASCII (text only) format; IBM disk.</p> <p>Indicate <u>color breaks</u> on laser proofs. (4c, PMS or Promatch)</p>	<p>Lasered signatures must be scanned at 100%, 300 dpi, BMP format; IBM disk.</p> <p>Pre-printed signatures scanned at 100%, 1200 dpi, Bitmap, Tiff format; Mac disk.</p>
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