



QUICK JOB ENTRY FORM

TODAY'S DATE _____ CUSTOMER DUE DATE _____

TIME DATE _____

ORDER TAKE BY _____

DELIVERY **PICK UP**

CUSTOMER INFO

Company _____ Requested By _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Job Name _____ P.O. # _____

Pre Press

B&W Copy

Color

PREPRESS

Typesetting

- LH / ENV
- Brochure
- Newsletter
- Other _____
- Postcard
- Flyer

Type of Original

- Hard Copy
- Sample Attached
- Windows
- Mac

Output

Format

- PDF
- TIFF
- JPG
- OTHERS
- CD-R
- Flash drive
- Email

STOCK

- Std. 20# White Bond
- 3-Hole Punched White
- Glossy Cardstock
- 80 lb. /100lb. Cardstock
- Transparencies
- Others _____

NOTES

B/W COPIES

Originals _____
Quantity _____

- 1 Sided
- 2 Sided
- 1 Sided 2 Sided
- Upon _____ / _____
- Bleed No Bleed

COLOR COPIES

Originals _____
Quantity _____

- 1 Sided
- 2 Sided
- 1 Sided 2 Sided
- Upon _____ / _____
- Bleed No Bleed

BINDERY

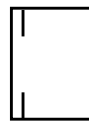
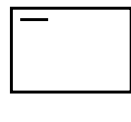
Cutting

Number of Cuts _____

Stapling

- Saddle
- 1 Staple
- 2 Staple

Flat



Laminating

- Letter
- Legal
- 11 X 17
- I.D Card
- Rolodex

Drilling

- 2 Hole
- 3 Hole
- Other

Folding

- Half
- letter
- Z-Fold
- Other _____

Binding

- Coil
- Comb

Covers

- Front
- Back
- Card Stock
- Clear
- Color _____
- Other _____

Padding sets of _____

Collate

WIDE FORMAT

- Canvas
- Bond
- Photo Paper
- Vinyl
- Grommets
- Indoor
- Outdoor

Finish Size _____

Submit artwork via: www.seattledesignandprint.com
send@seattledesignandprint.com