



imagesetting worksheet

DGI

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company: _____ phone: _____ date/time proof requested: _____

your name: _____ alt phone: _____ date/time final requested: _____

Job or file name: _____ customer p.o. #: _____

disk electronic file ftp e-mail (sent: _____)

program & version

MAC OS9 MAC OSX PC PDF POSTSCRIPT FILE

quark pagemaker indesign freehand illustrator

pdf other: _____ vers.# _____

all fonts must be included with native file, or properly embedded in pdf.

pages to image: _____ (all if not indicated)

output at 100% Scale to fit other: _____%

separations

no seps (composite) convert all colors to cmyk

black cyan magenta yellow

_____ _____ _____ _____

metallic ink: _____ foil plate emboss plate

die line other: _____

FILES WILL BE TRAPPED UNLESS OTHERWISE INDICATED.

stock coated stock uncoated stock

c1s c2s dot gain adjusted for

gloss matte

proofs before film with film

contract proof bluelines

imposition proof waterproof

pdf other _____

special instructions: _____

delivery instructions: will call send via courier use delta courier & charge me use my courier: _____

fine print

▲ A completed worksheet must accompany your disk or be faxed when your file is submitted electronically. We cannot be responsible for misunderstandings or delays caused by missing or incomplete worksheets. ▲ Separated lasers are required with your job. We reserve the right to output and charge for separated lasers if they are not provided. ▲ We support files created in all major graphics programs: Quark, Pagemaker, InDesign, Illustrator, Photoshop and Freehand. We also accept PDF files and postscript files. (See our website for our preferred Distiller settings). We do not support files created in Microsoft Word, Excel, Publisher, PowerPoint, ClarisWorks, AppleWorks or Corel Draw. Files submitted in these formats will incur additional charges if we attempt to image or work with them, and we do not guarantee success. ▲ We are not responsible for disks or other materials left more than 30 days. Please pick up your jobs, disks & collateral materials in a timely manner. ▲ All prices are based on our standard turnaround time (24 hours). Rush charges will apply for faster service: 50% for 2-4 hours; 100% for 2 hours or less. We are closed on major holidays and weekends, but we are willing to work with you if you have a crush deadline – please call to find out if someone will be available to help. Service on weekends, holidays and after regular business hours will be charged as a 100% rush. ▲ Payment is due at time of service unless credit terms have been established. New customers may be asked to pay up to a 50% deposit before work begins. On established accounts, payment is due 30 days from the Invoice (Job Receipt) date. All discounts, if offered, will be removed from invoices that are not paid within terms. We accept checks, Visa, Mastercard, Discover or American Express. ▲ Every attempt is made to make sure your files are correctly imaged. If Delta Graphics, Inc has made an error, we are responsible only for the cost of material replacement of film, rc paper or proofs. We are never responsible for printing costs or other losses incurred by incorrect or faulty film, rc paper, plates or proofs, regardless of error. You should carefully inspect and proof all materials when they are received. Please notify us within five working days if there is a problem with the output.