

8516 Rainswood Drive • Landover, MD 20785
301-322-1178 • 301-322-1320 Fax

**Questions? Please don't hesitate to contact Tracy or Kim
or email us at: prepress@harris lithographics.com**

Job #: _____
Company: _____
Contact: _____
Phone: _____
Fax: _____

PREPRESS REQUIREMENTS/DISK SUBMISSION FORM

THE ESSENTIALS

- ◆ **Please fill out this form completely and return with your supplied disk.**
- ◆ Include current hard copy at 100%. If not at 100%, please indicate percentage of reduction or enlargement on hard copy.
***We do not color match to your proof. If you request color correction, this is chargeable at \$75.00 per hour.**
- ◆ Mark images "live" or "FPO" on hard copy. Include original transparencies, reflective art or logos for FPO images.
- ◆ Print and enclose a disk directory.
- ◆ Include the original file used in your document. **Do not rename graphic files after linking.**
- ◆ Graphics are TIFF or EPS CMYK, 300 DPI at the same size of output.
- ◆ "Live" scans are either CMYK, grayscale or bitmap.
- ◆ If we are to scan logo, please provide camera ready black/white line art, with separations if more than one color is to be used.
- ◆ Please be sure page size is the same as finished product size.
- ◆ **All documents must include a 1/8" bleed on all sides.**

OPTIONS

- Options involve additional charges and time to produce your order.*
- Output my hardcopy for me. (\$15 per file)
 - Reduce/enlarge page size _____% (\$35 per page)
 - Convert the following files from RGB to CMYK:
_____ (\$15 per image)
(attach separate sheet if necessary)
 - Adjust page/panel sizes to conform to printing standards. (\$15 - \$45)
 - Color correction/ Retouching (\$75.00 per hour)

FONTS

Please include all fonts used in your document. You must include both **PRINTER and SCREEN FONTS for Postscript fonts.** Missing fonts may significantly delay your job. List or print all fonts in your document:

FILE INFORMATION

Disk Submission (check all that apply):

- 3.5" Floppy disk
- CD ROM
- Zip 100 / 250 MB Cartridge • Jaz 1 GB Cartridge
- Total # of disks _____
- E-mail: prepress@harris lithographics.com
- ftp.harris lithographics.com (username and password: harris)**
- Please check if you have uploaded your files.

Software Used:

	Mac	PC
<input type="checkbox"/> Adobe InDesign v. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adobe Illustrator v. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adobe PageMaker v. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adobe Photoshop v. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Freehand v. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Quark Xpress v. _____	<input type="checkbox"/>	<input type="checkbox"/>

WE DO NOT ACCEPT THE FOLLOWING APPLICATIONS:
Microsoft Word / Excel / Powerpoint / Publisher / Paintshop Pro

Compression Software Used:

- Stuffit Deluxe
- Zip-It
- WinZip

OUTPUT SPECIFICATIONS

Total # of pages to be output: _____
(corresponds with hard copy pages provided)

Flat Size: _____

Finished Size: _____

Comments: _____

I have read all the above & understand the requirements asked of me.

Sign: _____

Date: _____

HARRIS

LITHOGRAPHICS
INCORPORATED

8516 Rainswood Drive • Landover, MD 20785
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Please forward this to:

Harry Quinn Kristen Dan Lisa Barry

Today's Date _____

Date Project is Due _____

Organization: _____

PRINT ORDER SPECIFICATION SHEET

Please fill out and be as specific as possible. Please send this sheet along with the disk/art or fax when sending art electronically. See reverse for PREPRESS REQUIREMENTS/DISK SUBMISSION . We thank you in advance for your time and appreciate your order.

Contact Info for Questions:

Name _____

Telephone _____

Fax _____

Email _____

Send the Final Invoice to:

Attn: _____

Address: _____

Organization's P.O. # _____

Harris LithoGraphics' Estimate # _____

Approved Quote Amount _____

Project Name _____

Description (i.e.: magazine, book, brochure) _____

Quantity _____

Ink(s) (PMS colors, 4 color process, varnish, etc.)

Text _____

Cover _____

Paper

Text _____

Cover _____

Size

Flat _____

Finished _____

No. of Pages _____ Self cover or plus cover? _____

Artwork (See Reverse Side)

Mac

PC

Proof

Blueline Lasers (B&W)
 Color-Separated Bluelines Color-Separated Lasers
 Matchprint Digital Proof

Finishing

Trim to size Perfect bind
 Fold only Wire-0
 Saddle stitch GBC
 Other _____

Does this job need a:

union bug recycle logo soy ink logo

Would you like a press check?

Yes No

Deliver the blueline/proof to:

Company _____

Address _____

Phone _____

Attn: _____

1st• Deliver the final product to:

Company _____

Address _____

Phone _____

Attn: _____

Quantity of _____

2nd• Deliver the final product to:

Company _____

Address _____

Phone _____

Attn: _____

Quantity of _____

