

# Work Order

Phone: (480) 649-7842

Fax: (480) 649-7921

Customer \_\_\_\_\_

Company Name: \_\_\_\_\_

Date \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date Requested \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Time Requested \_\_\_\_\_

Job Name: \_\_\_\_\_

P.O. \_\_\_\_\_

**TYPESETTING:**  New Client  New for Existing  Changes to Existing

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Send Proof as:  Fax  Laser  Digital Proof (pre-output)  E-Mail PDF  No Proof \_\_\_\_\_ (initial)

**FILE OUTPUT:** File Supplied:  FTP Upload  CD  E-Mail  Other \_\_\_\_\_

File Name(s) \_\_\_\_\_

Instructions: \_\_\_\_\_  
 \_\_\_\_\_

B&W  Process  PMS Colors 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

File page size  
 **Film:**  8.5x11  8.5x14  11x17  17x22  22x25  24x29  Other \_\_\_\_\_  
Film size 9.5x12 Film size 9.5x15 Film size 12x18 Film size 18x23 Film size 23x26 Film size 25x30 Any non-standard sizes up to 24.25 x 29.69 imageable area.

**NEG**  **POS**  **RRED**  **RREU**  2400dpi (Standard)  3600dpi

**Digital Delivery**  Native Format  PDF  Other \_\_\_\_\_

**Proof**  Digital Post RIP \_\_\_\_\_pre-output \_\_\_\_\_with output  No Proof

**Film Line Screen** \_\_\_\_\_ (If not specified, film will be run RRED Neg 2400/133lp)

**For File Output - Provide hardcopy & file name(s) to be output.**

Supplied files should be accompanied by a composite printout and the name(s) of the file(s) to be output.

**All fonts should be converted to outlines or supplied & linked images should be embedded or supplied. MFI is not responsible for any output errors due to verbal instructions, please complete this work order accurately.**

MFI is not responsible for any errors due to known program "bugs", low resolution images, PDFs using improper settings for press quality output, non-postscript file composition, incorrect color tags, font substitutions, improper use of transparency, trap settings, or any other design flaws that may be present in supplied files that we are contracted to output, manipulate or import for use into a final output or design.

**Proof Your Final Output for Accuracy, Film or Electronic, before printing!**

**Approval to print or end use of any and all final electronic or press ready materials from MFI is the end users responsibility.**

MFI USE ONLY	
Film	_____ @ _____
Film	_____ @ _____
Film	_____ @ _____
Film	_____ @ _____
Proof	_____ @ _____
Scan	_____ @ _____

<b>MFI USE ONLY</b>	_____ / _____	Date: _____
	_____ / _____	Date: _____
	_____ / _____	Date: _____
	_____ / _____	Date: _____

File Downloaded - Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Name - \_\_\_\_\_

Job Name \_\_\_\_\_

No. \_\_\_\_\_