



451 N.E. TAFT STREET, SUITE 6, MINNEAPOLIS, MN 55413
1-800-326-7388 ♦ (612) 379-7388 ♦ FAX (612) 379-7392
MODEM (612) 379-0020

FTS#: XXXXX

WORK ORDER REQUEST

From: XXXXX

Contact: XXXXX

Description: XXXXX

Date Ordered: x/xx/06

Proof To Arrive By: x/xx/06 ☐ am ☐ pm

Ship To Arrive By: x/xx/06

RUSH ☐ Yes ☐ No

P.O. Number: XXXXX

Job Number: XXXXX

QUOTE #: XXXXX

SERVICES REQUIRED ☐ Proofs ☐ Negative ☒ Plates ☐ Direct Output

ORDER

☐ New ☐ Reorder
☐ Revision ☐ Cust. Alt:

Date Of Last Order x/xx/06

Previous P.O. # XXXXX FTS# XXXXX

MATERIALS SUPPLIED

☐ Print Sample ☐ Negs ☐ Disk ☐ VIA BBS
☐ Keyline ☐ B&W ☐ Laser Copy ☒ E-Mail ☐ PRN (plate ready negs)

CONVENTIONAL

☐ Use As Is ☐ Reverse ☐ Registration Marks ☐ Trap
☐ Clean-Up ☐ Bleed ☒ Bearer Bars ☐

DIGITAL SPECS

Program ☐ Quark ☒ Illustrator CS
☐ Freehand ☐ Other

File Name XXXXX

☐ Create New Art ☐ Step/Repeat ☐ Reg. Marks
☐ Set Type ☐ Trap File ☐ Bearer Bars
☐ Correct Type ☐ Cut Back ☐ Other

Supporting Graphics

Fonts Used:

PROOFS

☐ Fax ☐ Dylux ☐ Laser Proof ☐ MatchPrint ☐ Undistorted
☐ B&W ☐ Colorkey ☐ Color Laser Proof ☐ Cromalin ☐ Distorted

DIE

☐ RCR ☐ Circle ☐ Butt Cutt ☐ Special Shape ☐ Continuous ☐

LABEL

Across Around
Size: x.xxx" X x.xxx"
Gap: .xxx" .xxx"
Distortion xx.xx %
☐ T/B Distortion
☐ S/S Distortion

Set Up AC X AR X Rpt Length x.xx"

Web Width x" Pitch .125" # Of Teeth XX

Number Of Colors XXXXX ☐ Process

PMS XXXXX PMS XXXXX

PMS XXXXX PMS XXXXX

PMS XXXXX PMS XXXXX

Line Screen XX

Preferred Screen Angles

Anilox Roller ☐ 45° ☐ 60° ☐ Stochastic

Tape: ☐ 10 mil ☒ 15 mil ☐ 20 mil

Total # of sets ☐ Negatives X ☐ Plates X ☐ Proofs

SPECIAL INSTRUCTIONS: XXXXX

SHIP VIA ☐ UPS ☐ FED EX ☐ MAIL ☐ OTHER