

Customer Information

Company Name: _____
Contact Name: _____
Contact Email: _____
Voice Number: _____
Fax Number: _____

Job Information

Job Description: _____

Quantities: Item A _____ Item B _____ Item C _____

Dieline Information

Dieline Required Supplied (Illustrator EPS.)
 Loftin & Company to create

File Information

File Name & Size [For FTP only]

****Use Stuffit Archival or WinZip for all FTP files.****

Application/Program Information

Platform: Mac PC
 Quark_____ PageMaker_____ Illustrator_____
 InDesign_____ Freehand_____
 Other _____
(please indicate version number)

Fonts

INCLUDED:
 Screen & Printer fonts for Document & Support Files
 TrueType Fonts Used**
*Always include fonts for any EPS images.
**Some TrueType fonts will not transfer correctly.

Document Attributes

Item A: _____
Trims to: _____ H x _____ W
Folds to: _____ H x _____ W

 Item B: _____
Trims to: _____ H x _____ W
Folds to: _____ H x _____ W

 Item C: _____
Trims to: _____ H x _____ W
Folds to: _____ H x _____ W

Please verify that document fold points are accurate. If you have questions regarding folding specs please call.

Color Specifications

Please mark all that apply:

4C Process Spot colors
 Cyan Magenta Yellow Black

Please List all Spot Colors used:

PMS _____ PMS _____ PMS _____

**Please delete unused colors from files.

**Please use consistent names for colors in all documents.

Gloss Aqueous Spot Gloss Spot Dull
 Satin Aqueous O/A Gloss Varnish O/A Dull Varnish
 Spot UV Film Lamination Emboss Foil

Images (CMYK % 300dpi)
 Bleeds: Please set at .125"

**Traps to be set by Loftin & Company.

**Please verify that spot color jobs will separate correctly.

Customer Supplied Laser Prints

Customer Supplied Laser Prints:

100% Composite _____% reduced Composite

Special Instructions

