DISK / E-MAIL / PDF
OUTPUT SPECIFICATION SHEET

✳ **NOTE: ALL ART TYPESET IN MICROSOFT EXCEL MUST HAVE NEGATIVES OR BLACK & WHITE'S. NO DISKS/E-MAILS WILL BE ACCEPTED!!**

ALL FONTS MUST BE PROVIDED.
FOR PC DISKS / E-MAILS: WHEN WE DON'T HAVE YOUR PROGRAM, PLEASE SEND THE FILE AS A PDF OR POSTSCRIPT FILE (SAVE TO FILE FORMAT).

YOUR NAME: _____

PLEASE FILL IN AREAS BELOW.

☐ MAC   ☐ PC

No. of Disks: _____

☐ CROP MARKS AND REGISTER MARKS INCLUDED?

☐ IS FILE COMPRESSED, AND IF SO WITH WHAT PROGRAM?

SOFTWARE: **EXACT** name of file(s) to process:

☐ Quark XPress   Version # _____   _____
☐ Photoshop   Version # _____   _____
☐ Illustrator   Version # _____   _____
☐ InDesign   Version # _____   _____
☐ Pagemaker   Version # _____   _____
☐ Freehand   Version # _____   _____
☐ Corel Draw   Version # _____   _____
☐ Adobe Acrobat   Version # _____   _____
☐ Other   Version # _____   _____

Font List _____

SIZE:	IMAGE:		RESOLUTION:	SCREENS:	
☐ 8½ x 11	☐ POSITIVE	☐ SEPARATIONS	☐ 1270	☐ 85 LINE	☐ 150 LINE
☐ 8½ x 14	☐ NEGATIVE	☐ PROCESS (CMYK)	☐ 2400	☐ 100 LINE	☐ _____ LINE
☐ 11 x 17	☐ EMUL. UP	☐ SPOT, LIST COLORS	☐ 2540	☐ 133 LINE	☐ NO SCREENS
☐ OTHER	☐ EMUL. DOWN	_____			

MAC PROGRAMS we have at present time:		**PC PROGRAMS** we have at present time: (ALL CHANGES MUST BE MADE BY CLIENT) These programs are for outputting neg only	
QUARK XPRESS	6.5		
PHOTOSHOP	CS		
ILLUSTRATOR	CS	QUARK XPRESS	5.0
INDESIGN	CS	ILLUSTRATOR	CS
PAGEMAKER	7.0	INDESIGN	CS
FREEHAND	8.0	COREL DRAW	10

FILES CAN BE ACCEPTED ON:
3.5" FLOPPY DISKS   CD's   100 - 250 ZIP DISKS

E-MAIL:
teamforms@aol.com

Send ART WORK/LOGOS/FONTS only.
All copy and orders **MUST BE** placed with CSR's.

ALL ART WITH MORE THAN ONE FILE/FONT/LOGO etc. MUST BE **COMPRESSED** PRIOR TO SENDING.

PDF FILES:
MUST BE SAVED AT 100%.

SHOULD BE SAVED B/W OR SPOT COLOR, UNLESS CMYK IS TO PRINT.

SEND THIS FORM TO US FOR EACH DISK.