

Fill out this form with as much information as you have. There's typically a few questions so give us a call and we'd be happy to assist you. When you're ready to send this form to us, hit the Submit button. If you're using internet email you'll have to save a copy and attach the PDF to an email. If you're using a desktop email application then it should open when you hit Submit and this file will be attached.

Send to: electronicpc@oregonlitho.com

Customer: _____ Publication: _____ Date: _____

Phone: _____ E-mail: _____ Estimate #: _____ P.O. #: _____

Designer contact name: _____ Phone: _____ E-mail: _____

Run Total: _____ Page Count: _____ Includes Cover or Separate Cover /Stock: _____

Broadsheet

Finished size of project: _____

Tab 1/4 Fold 1/2 Fold

Examples: 8.375" x 10.75" (std. book)

Book Binding Edge: Saddle Stitch Perfect Bound

11.375" x 14" (tab on 28" paper)

Double Parallel (Digest) Saddle Stitch Perfect Bound

11.5" x 22.75" (std. broadsheet on 23")

PAPER TYPE: Newsprint 28 lb. HiBrite, 32 lb. 65 Brite 70 Brite 72 Brite other _____

Book Stock 50 lb. 60 lb. 70 lb. other _____

Combination/Custom: _____

INK: Black all pages Process Color: List process color pages _____

Spot Color /PMS # _____ List spot color pages _____

It is helpful for us if you provide a printed copy of your finished document so we can match this to your electronic files to ensure accuracy.

Files prepared on: MAC OSX MAC OS 9 (native files not supported, please supply us with a PDF) PC WINDOWS

Files Submitted are: INDESIGN/Version (CS4) _____ QUARK/Version _____ PDF Compatibility should be Acrobat 5.0 (PDF 1.4 unflattened) This is very important and if you have questions contact your Account Rep. or the OLI Prepress Dept. Manager x1217

OTHER (Contact Prepress, Sales or Account Representative)

Proof Requested: Sherpa 2 H-P 1050 Color proof Soft Proof None

Without a signed proof OLI is not responsible for system-induced file modifications.

BINDERY: None Saddle Stitch Perfect Bind Other: _____

INSERTS: No Yes

PACKING: Strap -Qty/unit _____ Box -Qty/unit _____ Bulk (untied) _____

MAILING: No Yes Drop Date _____ Quantity _____

Run Duplicate Elimination Mailing Contact _____ PERMIT # _____

To submit your mailing list, go to www.oregonlitho.com/Customer Service Center/Send a Mailing List

DELIVERY INFORMATION:

Delivery Date: _____ Delivery Location: _____

Additional Information: _____

SIGNATURE: _____ DATE: _____

(Job Submission Sheet is available in PDF format at <http://www.oregonlitho.com/resources/olisupportfiles.html>)

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