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**Client Information** (THIS COLUMN FILLED OUT BY CLIENT)

Bill to: \_\_\_\_\_  
 P.O. Number: \_\_\_\_\_ Job Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**File Supplied**

Format:  Macintosh  PC  
 Type:  Zip  CD  Other  
 Electronic Transfer\*:

\*Fax this form to (954) 967-4712

**Delivery Information**

Call client to pick up  
 Deliver to same  
 Deliver to: \_\_\_\_\_  
 \_\_\_\_\_  
 Date/time needed: (circle)

Mon	Tues	Wed	Thurs	Fri
_____	_____	_____	_____	_____
			Time	AM PM

**Hard Copy Enclosed w/Job**  Yes  No

*Power Images is not responsible for any errors, omissions or re-flow if the **latest, corrected** version of hard copy is not provided with file.*

**Instructions**

**File Name:** Fill in the name of the file.

**Which Application:** The program the file was created in.

**Page Numbers:** Tell us which page number(s) of the file to output.

**Copies:** How many copies?

**Percent Size:** What percentage of the original size is the file to be output?

**All Fonts Used:** List all of the fonts used in your document.

**Medium:** Type of stock?

**Mounting:** Mount to what substrate?

**Laminate:** Gloss or matte? If you select a lamination type for a job which is being mounted, we'll apply a top coat. Choose encapsulate when you do not need mounting.

**Electronic file transfer:** Please do not e-mail files. To FTP your job, call customer service for your personal log-in ID and instructions.

**Special Instructions:** Please write down anything else we should know in order to image your files correctly.

**Job Information** (PLEASE FILL OUT COMPLETELY) **SEND PROOF BEFORE PRINTING ENTIRE JOB**  YES  NO

File Name: \_\_\_\_\_ Which Application: \_\_\_\_\_ Page Size: \_\_\_\_\_

Number of Pages \_\_\_\_\_ Page Numbers: \_\_\_\_\_ Additional Copies: \_\_\_\_\_ Percent Size: \_\_\_\_\_

Fonts Used: \_\_\_\_\_

Printer Information:  600 dpi  1200 dpi

Medium Information:  Paper  Backlit  Vinyl  Canvas  Other:

*Finishing Information:*

Mounting:  3/16" FoamCore  3/16" Gator Board  18 pt.  Other:

Special Mounting:  Black Gator  1/2" Gator  PVC—Weight: \_\_\_\_\_  Other:

Lamination Type:  Gloss  Lustre  Matte  Deep Crystal  Other:

Encapsulate Laminate:  3/3  5/5  5/10  Deep Crystal  10/10

Other: Perimeter Trim—Color:  Gold  Chrome  White  Black

Easel Back  Grommets  Other:

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

**Remember to include all TIFF, EPS or other format graphic files that you used! Also include all FONTS used.**