

(631)563-3700 HIGH RESOLUTION OUTPUT ORDER FORM FAX 563-5085



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CUSTOMER NAME. _____ DATE & TIME IN. _____

PHONE NUMBER/EXT. _____ DATE & TIME DUE. _____

SOFTWARE APPLICATION(S). _____ JOB NAME / NUMBER. _____

CONTACT PERSON. _____ COMPUTER TYPE: **MAC / PC** SERVICE: **RUSH / NORMAL**

Please provide Current COPY (FAX) , & required FONTS for the job you are submitting.

FILE NAME	RUN PAGES ___ TO ___	CROP MARK	%	PAGE SIZE	# OF COPIES	FILM				PAPER PRINTS	CMYK SEP	COLOR PROOF	LINE SCREEN	RESOLUTION
						POS	NEG	E-UP	E-DOWN					

SPECIAL INSTRUCTIONS _____

IMPORTANT INFORMATION: You are solely responsible for the content of the files submitted and understand that they will be imaged as you have saved them and agree to pay for them, regardless of their content or appearance. You have the right to cancel a job at any time and pay for only the work which has been done before cancellation. Any jobs that require operator intervention are chargeable as per the current price schedule. Files that contain intense graphics are additional. Eastern Color Graphics assumes no responsibility or liability for any loss or damage to any material, delay in production, lost revenue or other consequential damage.

Please fill out this form completely and sign. **Authorized Signature:** _____ **DATE:** _____