(937) 299.5076
(fax) 299.2712

Company: _____ Work #: _____
Your Name: _____ Home #: _____
Job Number: _____ P.O. Number: _____
Date Requested Back: _____ Time Requested Back: _____

FOR OFFICE USE
CQP #: _____
Date: _____
Time In: _____

DELIVERY/PICK-UP INFO:
Deliver To: ☐ **Same As Above** ☐ Deliver to: _____
☐ Will Call
Pickup & delivery fees may apply for jobs under $75, and/or for deliveries outside our normal delivery area.
Attn: _____

service@cqprinting.us
☐ Files sent E-Mail
☐ Files sent FTP
☐ Files Dropped-Off

File #1: _____
File #2: _____
File #3: _____
File #4: _____
File #5: _____

RUSH SERVICE: ☐ Immediate Service (Under 2½ hrs.)
☐ Rush Service (Under 5 hrs.)
☐ **Normal Service** (24 hrs.)
To ensure proper delivery, when pickup is called in, please advise us of any jobs that will require rush services or need to ship that night.

Boldface on form indicates CQ Printing defaults

LARGE FORMAT COLOR PRINTS	☐**Lustre Photobase (semi-gloss)** ☐Presentation Paper (46# matte) ☐Indoor Banner Vinyl ☐Hi-Gloss Paper Photobase
LAMINATION	☐5 Mil Gloss ☐10 Mil Gloss Front & Back Encapsulation ☐4 Mil Gloss ☐4 Mil Matte Front Only Lamination
MOUNTING Choose color if available: ☐**White** ☐Black	☐Matte Board ☐Foamcore ☐⅛" Sintra ☐Gatorfoam ☐¼" Sintra ☐Styrene ☐Corrugated Plastic ☐Other
LARGE FORMAT FINISHING	☐Easel Backs (to 14") ☐Velcro corners only ☐Velcro around edges ☐Grommets For any special trimming or mounting, please explain in special instructions below.
SCANNING	☐**CMYK** ☐RGB ☐Grayscale ☐**Mac** ☐PC ☐**Write to CD-R** Number of total scans expected: _____ ☐Print Epson proof of scans
EPSON COLOR PROOF (Only semi-matte proofing paper is available)	The Epson color proof is a SWOP certified CMYK Proofer, and prints with archival inks. The media is on a 17" roll and can be printed to most any length.
FILM NEGATIVE	☐ Color Separations (List colors in special instructions) ☐ No Printer Marks (Crops will be printed as a default) ☐ Screen Ruling _____ LPI
FILM POSITIVE	
EMULSION UP (✔ only for emulsion up) (**Emulsion Down** is the unchecked default)	
REPRO PAPER (RC/PMT/Velox)	
DOCUCOLOR PRINTS (Digital Prints from Electronic File)	**DOCUCOLOR PRINTING INFO:** (Check all that apply) Type of Print: ☐**Color** ☐Grayscale (Black & White) Paper Stock: ☐**80# House Text** ☐80# House Cover ☐Other Paper: _____ Special Finishing:
COLOR COPIES (Color Reproductions of a Pre-Printed Piece)	
BLACK & WHITE COPIES (Grayscale Reproductions of a Pre-Printed Piece)	
INDESIGN™ Version #	**SPECIAL INSTRUCTIONS:**
QUARKXPRESS™ Version #	
ACROBAT PDF™ Version #	
FREEHAND™ Version #	
ILLUSTRATOR™ Version #	
PHOTOSHOP™ Version #	
COREL DRAW™ Version #	
OTHER:	
SCALING _____% (**100%** is the Default, Enter % in Box to Left)	
x x x x x FINAL PAGE SIZE L=Letter; E=Legal; T=Tabloid (Please mark strange sizes in boxes to left)	
to to to to to PAGE RANGE TO PRINT (**All pages** is the default)	
NUMBER OF COPIES (Each) (**One copy** is the default)	Create: ☐Press PDF ☐Screen PDF ☐PDF/X1a ☐TIFF/IT-P1 Total number of output pages expected back: _____

Click here to email form to CQ Printing.