

InstructionSheet



business
imaging
solutions

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Shotz Client _____
Billing _____
Contact _____
Phone _____
email _____
Delivery _____

Date in _____
Reqd by _____
A/c Rep _____
Quote _____
A/c _____

Job Name Order Number

Source Files

email disk
 ftp _____
Location _____
BM2 work _____

Film Separations

Screen # _____

File work see note
 cmyk pms _____
 mono pms _____
 embellish pms _____

Film

Litho Neg Screen Pos
 Litho Pos Lpress Neg

Black Magic Proofing

Preproof Thumbnail
 Film & Proof Full Plot
 No Proof PDF

Project Job Tracking

Artwork _____
 Film _____
 Photography _____
 Print _____
 Finishing _____
 Installation _____
 Hardware _____
 Other _____

Print

Match Colour digital
 Proof Required offset
 inkjet
 Solvent

Quantity _____
Item _____
Size _____
Pages _____ simplex duplex
Stock _____
Ink / Rip _____

Coating _____
Binding _____
Mounting _____
Finish _____

Approved to Print

Print

Match Colour digital
 Proof Required offset
 inkjet
 Solvent

Quantity _____
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Approved to Print

Notes

See Doc # _____
 See Over