



# Specification Sheet

Date \_\_\_\_\_

Graphic Services • 3555 River Road • Baton Rouge • Louisiana • 225/578-2800 • fax 225/578-2807

Customer Info

Department \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Budget # \_\_\_\_\_ Phone \_\_\_\_\_  
 Due Date \_\_\_\_\_ Fax \_\_\_\_\_  
 Deliver to \_\_\_\_\_ email \_\_\_\_\_

Basic Job Specs

Description \_\_\_\_\_  
 Quantities \_\_\_\_\_ # of Pages \_\_\_\_\_  Plus Cover  Self Cover  
 Flat Size \_\_\_\_\_ X \_\_\_\_\_ Finished Size \_\_\_\_\_ X \_\_\_\_\_

Prepress Information

**Job Provided:**  Camera Ready Copy  FTP  Zip  CD  Floppy  
**Provide the following proofs:**  Laser  Digital Color Proof  Blueline  Colorkey  Matchprint  
**File name(s):** \_\_\_\_\_  
**\*Font(s) used:** \_\_\_\_\_  
*\*All TrueType fonts will be converted to Type1 fonts. Text reflow may occur. Laser proof will be provided for customer approval prior to proceeding with your order and additional charges may apply.*

### CUSTOMER MUST PROVIDE HARDCOPY ON ALL DIGITAL FILES.

**Customer supplied copy:**  yes  no (If no, additional charges may apply.) **Platform:**  Mac  PC  
**Program/Version:**  Quark \_\_\_\_\_  Pagemaker \_\_\_\_\_  Freehand \_\_\_\_\_  
 Illustrator \_\_\_\_\_  Photoshop \_\_\_\_\_  Other\* \_\_\_\_\_  
*\* Files built in programs other than those listed above may be used for text only and may be subject to additional charges for reformatting.*

Paper

**Paper choice 1:**  Cover  Text  Envelope **Paper choice 2:**  Cover  Text  Envelope  
 Weight \_\_\_\_\_ Weight \_\_\_\_\_  
 Description \_\_\_\_\_ Description \_\_\_\_\_  
 Color \_\_\_\_\_ Color \_\_\_\_\_

Ink

Cover Ink(s) Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_  Bleed  Varnish  
 Text Ink(s) Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_  Bleed  Varnish  
 Envelope Ink(s) \_\_\_\_\_ Address information prints on:  Front  Backflap  
**Press Check**  yes  no Contact Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Bindery

Flat  A Fold  Z Fold  Roll Fold  Double Parallel  Other \_\_\_\_\_  
 Saddlestitch  Perfect Bind  Pad: # of Pads \_\_\_\_\_ # Sheets/Pad \_\_\_\_\_  
 Coil Bind  Comb Bind  Die Cut  Drill  Perforate  Shrinkwrap  
 Number Starting #: \_\_\_\_\_ Location: \_\_\_\_\_

Mailing

**Mailing Services to Label and or Mail out**  yes  no  
 Bulk Rate  First Class  Tab Closure No. of Tabs \_\_\_\_\_  
 Mailing List is:  Disk Provided  FTP  e-mailed  To Come

(WRITE SPECIAL INSTRUCTIONS ON BACK)

# Special Instructions

Customer Info

Basic Job Specs

Prepress Information

Paper

Ink

Bindery

Mailing