



COLORWORX®

24707 Wood Court • Macomb, MI 48042-5378 • (800) 622.2814 • Fax (800) 345.9435
email: colorworx@ennis.com • web: colorworxprint.com

ORDER FORM

CONTACT INFORMATION

Company Name _____
Phone _____ Fax _____
Contact _____
E-mail _____
Purchase Order # _____
Estimate # _____ Price _____

SHIP TO (No P.O. Boxes, please.)

(Note: Charges will be billed for incorrect "Ship To" or zip code.)

Company Name _____
Attention _____
Address _____
City _____ State _____ Zip _____
In-hand Date Requested ____ / ____ / ____
Method: Ground (included in price) Other _____
Send Shipment Notification to _____ email address

PAYMENT OPTIONS

Bill Open Account # _____
Company Name _____
Address _____
City _____ State _____ Zip _____
 Check Enclosed
 Bill My: VISA MasterCard American Express Card Discover Code _____
_____-_____-_____-_____
Cardholder's Name _____
Expiration Date ____-____

ART SPECIFICATIONS (See directions on back.)

Exact Repeat? No Yes Previous Job # _____
Item _____ Quantity _____
Proof Required? No .PDF (\$10.00 NET each)
 Color Digital (\$25.00 NET each)
 Art emailed (label so we can match to your order)
 Art sent to FTP site (label so we can match to your order)

Note: Your order will be gang run with other jobs and printed to standard house densities. A reasonable variation in color between proofs and the printed piece can occur. Do not rely on color monitors for accurate color representation. **Process Graphics must be in CMYK and not RGB. All PMS colors in files will be converted to process equivalents which can cause a color shift.** We do not guarantee an exact color match.

AUTHORIZED SIGNATURE _____

ITEMS

SELL SHEETS & BROCHURES

8.5" x 11" (Item 50-11-001) Ships flat. No folding.
 11" x 17" (Item 50-11-002) Folds to 8.5" x 11".
 8.5" x 11" (Item 50-11-006) Tri-folds to to 3.6875" x 8.5".
Quantity: _____ Print: 4/0 4/1 (blk) 4/4
Stock: 80# gloss text 80# matte text 100# gloss (8.5" x 11" only)

STATEMENT STUFFERS

3.5" x 7" (Item 50-11-007) 3.5" x 8.5" (Item 50-11-008)
Quantity: _____ Print: 4/0 4/1 (blk) 4/4
Stock: 80# gloss text

BUSINESS CARDS 2" x 3.5" (Item 50-71-001)

Quantity: _____ Print: 4/0 4/1 (blk) 4/4
Stock: 14 pt. C2S cover w/UV coat one side

RACK & SELL CARDS

4" x 9" (Item 50-21-020) 8.5" x 11" (Item 50-21-030)
Quantity: _____ Print: 4/0 4/1 (blk) 4/4
Stock: 14 pt. C2S cover w/UV coat one side

MINI POSTERS 11" x 17" (Item 50-11-005)

Quantity: _____ Print: 4/0 4/4
Stock: 80# gloss text 80# matte text

POSTCARDS

4" x 6" (Item 50-21-001) 6" x 9" (Item 50-21-003)
 5.5" x 8.5" (Item 50-21-002) 6" x 11" (Item 50-21-004)
Quantity: _____ Print: 4/0 4/1 (blk) 4/4
Stock: 14 pt. C2S cover w/UV coat one side

DOOR HANGERS

4" x 9" (Item 50-18-003)
 Perf Card 4" x 9" (Item 50-18-005)
 4.25" x 11" (Item 50-18-004)
 Card Slits 4.25" x 11" (Item 50-18-007)
Quantity: _____ Print: 4/0 4/1 (blk) 4/4
Stock: 14 pt. C2S cover w/UV coat one side

TABLE TENTS (Ships flat. Unassembled.)

4.25" x 5.5" (Item 50-54-001) 7" x 4.25" (Item 50-54-002)
 Tri-Panel 4" x 6" (Item 50-54-003)
Quantity: _____ Print: 4/0
Stock: 14 pt. C2S cover w/UV coat outside

GREETING & NOTE CARDS (Ships bulk. Not folded.)

5.25" x 7.875" Greeting Card (Item 50-55-002)
 5.5" x 4.125" Note Card (Item 50-55-003)
 5.25" x 7.875" Photo Greeting Card (Item 50-55-046)
Quantity: _____ Print: 4/0 4/1 (blk) 4/4
Stock: 14 pt. C2S cover w/UV coat outside
 include plain white envelopes (additional charge)

CARD HOLDER (Ships bulk. Not folded.)

4" x 3.25" (Item 50-55-004)
Quantity: _____ Print: 4/0 4/1 (blk) 4/4
Stock: 14 pt. C2S cover w/UV coat outside
 include plain white envelopes (additional charge)

ART GUIDELINES

Art must be designed on our templates.

Page Layout:

- Download item template (go to colorworxprint.com)

Sending Artwork as a .PDF File:

- High-resolution (print quality) .PDF documents. Include 1/8" bleed at trim edges.

WRONG TEMPLATE; INACCURATE FILES; LOW-QUALITY GRAPHICS WILL BE REJECTED.

Sending Artwork as Layout Files from “Native” Program:

- Collect all elements: use “Package” & “Collect for Output” in program.

- Fonts:**
- printer & screen fonts. Use font from list – **not styles: bold, italic, etc.**
 - type in Illustrator files: convert to outlines/paths (curves in CorelDraw).

- Images:**
- hi-res photos: 300 dpi CMYK & grayscale. **No RGB/72 dpi graphics.**
 - scan/line art: 1200 dpi, bitmap images.
 - save as: **.TIF** format.

- Graphics:**
- vector (outline) art: convert all type to outlines.
 - use proper color mode (CMYK - not RGB).
 - save as: **.EPS** format.

Ink & Color in Your Artwork:

- ALL COLOR GRAPHICS MUST BE CMYK. Not RGB or PMS (spot) colors.**
- Large black areas: add 40% cyan to 100% black.
- Blue in CMYK graphics: blue can cast toward purple – how to avoid this? Refer to Pantone® 4-Color Process Guide & Pantone® Color Bridge. Select a blue-formula with 30% more cyan than magenta in the mixture.

Avoid Errors in Your Files:

- Proofread & test print your files: print color separations. Added charges apply if we need to modify your files. **We are not responsible for errors in supplied files.**

SEND YOUR FILES

- Dealer P.O. # and job name MUST appear in the subject line.**

- Name files properly.
- Sender of files should include this info to match art to P.O. and for work to begin.

- Compress files before sending.**

Mac: Stuff-It or PC: WinZip

Email - file size less than 10MB
colorworx@ennis.com

FTP - file size up to 400MB
go to: colorworxprint.com
click: **ART HELP** tab
choose: **FTP upload**

Accepted Programs

Mac and PC files for these programs:

- InDesign
- QuarkXPress
- Illustrator
- Corel Draw - convert type to curves
- Photoshop

NOT Accepted

The following file formats will be rejected:

- Microsoft Publisher
- Microsoft Powerpoint
- Microsoft Word
- PageMaker: convert to InDesign