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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 Other _____
(included in price)
 Dealer Ship Notice Email _____

PAYMENT OPTIONS

Bill Open Account # _____
 Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Check Enclosed
 Bill My:     Code _____

 Cardholder's Name _____
 Expiration Date -

ART SPECIFICATIONS (SEE DIRECTIONS ON BACK)

Exact Repeat? No Yes Previous Job # _____
 Item _____ Quantity _____
 Proof Required? No
 Color Digital (\$20.00 NET each)
 FAX or PDF (\$8.00 NET each)
 Disk enclosed
 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".
 9" x 12" (Item 50-11-003) Z-Folds to 4" x 9".
 Quantity: _____ Print: 4/0 4/1 (blk) 4/4
 Stock: 80# gloss text 80# matte text 100# gloss (8.5" x 11" only)
 Other _____

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
 Other _____

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

Quantity: _____ Print: 4/0 4/1 (blk) 4/4
 Stock: 12 pt. C1S cover w/UV coat one side
 Other _____

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: 12 pt. C1S cover w/UV coat one side
 Other _____

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

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

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: 12 pt. C1S cover w/UV coat one side
 Other _____

DOOR HANGERS

4" x 9" (Item 50-18-003) **4.25" x 11" (Item 50-18-004)**
 Quantity: _____ Print: 4/0 4/1 (blk) 4/4
 Stock: 12 pt. C1S cover w/UV coat one side
 Other _____

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: 12 pt. C1S cover w/UV coat one side
 Other _____

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)
 Quantity: _____ Print: 4/0 4/1 (blk) 4/4
 Stock: 12 pt. C1S cover w/UV coat one side
 include plain white envelopes (additional charge)
 Other _____

CARD HOLDER (Ships bulk. Not folded.)

4" x 3.25" (Item 50-55-004)
 Quantity: _____ Print: 4/0 4/1 (blk) 4/4
 Stock: 12 pt. C1S cover w/UV coat one side
 include plain white envelopes (additional charge)



WHAT TO DO...

Catalog items **MUST** be set-up using our templates.

Download templates from:
www.colorworxonline.com

Operating System

- Mac OSX

Acceptable Programs

Current versions (Mac or PC) of:

- QuarkXPress
- InDesign
- Illustrator
- PhotoShop

Do Not Send

- Microsoft Word
- Microsoft Power Point
- Microsoft Publisher
- PageMaker files can be problematic - use an alternate program.

Copy ALL parts of file

- document / layout file(s)
- fonts (screen & printer)
- graphics (embedded & nested)
- .tif photos/scans
- .eps files

Submit Lasers or .PDF to verify file output

PREFLIGHT CHECKLIST

- Download design template from **COLORWORX** website.
- Send file copies (never originals) in their native application.
- Save final artwork in native program format (editable).
Not as PDF or PostScript.
- Convert all type in Illustrator & FreeHand to outlines or paths.
- Include printer & screen fonts.
Do not use TrueType fonts, styles or attributes.
- Do not specify a rule weight of hairline. Define as .25 point rule.
- Clipping paths should be created in PhotoShop.
- Page and panel sizes should be correct for item ordered.
- Save graphic files as **EPS** or **TIFF** format. Not PICT, JPEG or GIF.
- PROCESS GRAPHICS MUST BE IN CMYK, NOT RGB.**
- Include embedded or nested images.
- Image scan resolution should be 300 dpi for grayscale & CMYK images. Use 1200 dpi for bitmap line art.
- Place all scans at 100% or smaller (enlargements compromise quality).
- Define all colors as **CMYK** in both graphic & page layout programs.
- Rotate, scale and crop all images before placing on page.
- Necessary bleed is .125 (1/8")
- Do not apply traps to your file. We will handle.
- Send hard copy verification of file output (lasers or .PDF).**
- Proofread your files. Test print your files; including separations
We are not responsible for errors in submitted files.

FILE TRANSFER OPTIONS

Important: Include your P.O. # and job name in the subject line of your email or file transfer. Be sure to fax lasers or send .PDF as a hard copy with your order form.

Email files smaller than 5 MB: colorworx@ennis.com

Send larger files (max. 200 MB) via FTP:

Go to: www.colorworxonline.com

Click: ART HELP link on our home page.

Choose: FTP upload

Mail: Disks/CD's can be sent to our street address.

ADDITIONAL INFORMATION

- There are additional charges to correct or alter files.
- Normal production time begins with acceptable output from your file.