



# small-format printing

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Contact person	Date submitted	<b>Date due</b>
Phones	Fax#	<b>Time due</b>
Company	E-mail	
Poster title		
Customer-supplied proof <input type="radio"/> B+W <input type="radio"/> Color	<b>Billing</b> <input type="radio"/> Prepaid <input type="radio"/> CCard <input type="radio"/> PO #	
File location <input type="radio"/> FTP <input type="radio"/> Disc <input type="radio"/> Other	<b>Shipping</b> <input type="radio"/> Deliver <input type="radio"/> UPS <input type="radio"/> FedEx	

## color laser output (short run)

On-demand digital printing is best suited for quantities of less than 300 or when 1000 or more total pieces are required from several originals. Preferred print-ready files are platform-independent PDF (Adobe Acrobat files). Fonts should be embedded within the document. There is an option to save or export PDF from within applications like Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe Distiller, and QuarkXPress. Transparency Flattener within InDesign and Illustrator can be set to medium or high resolution. Color laser printing is prepared the same as files for offset printing. This means color selections should be CMYK with images saved as TIF. Optimum resolution for placed images is **300 ppi** (pixel per inch) at the final output size.

Standard paper sizes are 8.5" x 11" (letter) and 11" x 17" (tabloid) with automatic duplex available on standard glossy 120 gsm (80# text) white paper. Cover stock 216 gsm (133 lb) coated on one side or the same in 12" x 18" is available. A white 100 lb coated text sheet available is available in 12" x 35". Ink bleeds refer to colors that print to the edge, requiring printing at a larger size and trimming. Bindery options include trimming, folding, and stapling.

<b>Print size</b>	<input type="radio"/> x	<input type="radio"/> 8.5" x 11"	<input type="radio"/> 11" x 17"	<input type="radio"/> 12" x 18"	<input type="radio"/> 12" x 35"
<b>Trim size</b>	<input type="radio"/> x	<input type="radio"/> 8.5" x 11"	<input type="radio"/> 11" x 17"	<input type="radio"/> 12" x 18"	<input type="radio"/> 12" x 35"
<b>Folded size</b>	<input type="radio"/> x	<input type="radio"/> 5.5" x 8.5"	<input type="radio"/> 3.6" x 8.5"	<input type="radio"/> 8.5" x 11"	<input type="radio"/> Booklet
	<input type="radio"/> Scale %		<input type="radio"/> Full bleed	<input type="radio"/> Bleed long edge	<input type="radio"/> Bleed short edge
<b>Color</b>	<input type="radio"/> Critical	<input type="radio"/> Color balance	<input type="radio"/> Match printout	<input type="radio"/> Match swatch	<input type="radio"/> Print Pantone sample*
<b>Media</b>	<input type="radio"/> Gloss tx 80#	<input type="radio"/> Gloss tx 100#	<input type="radio"/> Cover C1S	<input type="radio"/> Cover C2S	<input type="radio"/> Duplex
<b>Finishing</b>	<input type="radio"/> Fold	<input type="radio"/> Trim	<input type="radio"/> Staple	<input type="radio"/> Book bind	<input type="radio"/> Shrink wrap
	<input type="radio"/> Laminate	<input type="radio"/> Gloss finish	<input type="radio"/> Satin finish	<input type="radio"/> Encapsulate	
	<b>Quantity</b>	<input type="radio"/> Soft proof	<input type="radio"/> Hard proof	<b>File name</b>	

### \*Special instructions

## offset 4-color printing (long run)

Economical offset printing is available for print runs of 1000 or more, gang run on a direct-to-plate 40" press with stochastic screening. A PDF workflow requires the same CMYK file preparation as digital printing for catalogs, postcards, envelopes, stationery & more.

<b>Trim size</b>	<input type="radio"/> x	<input type="radio"/> 2" x 3.5" (BC)	<input type="radio"/> 8.5" x 11"	<input type="radio"/> 8.5" x 14"	<input type="radio"/> 11" x 17"
<b>Postcards</b>	<input type="radio"/> x	<input type="radio"/> 4" x 6"	<input type="radio"/> 5" x 7"	<input type="radio"/> 6" x 11"	<input type="radio"/> 8.5" x 11"
<b>Folded size</b>	<input type="radio"/> x	<input type="radio"/> 5.5" x 8.5"	<input type="radio"/> 3.6" x 8.5"	<input type="radio"/> 8.5" x 11"	<input type="radio"/> Catalog pages*:
	<input type="radio"/> Scale %	<input type="radio"/> Landscape	<input type="radio"/> Full bleed	<input type="radio"/> Bleed long edge	<input type="radio"/> Bleed short edge
<b>Color</b>	<input type="radio"/> 4/4	<input type="radio"/> 4/1	<input type="radio"/> 4/0	<input type="radio"/> UV high gloss	<input type="radio"/> Aqueous semi-gloss
<b>Media</b>	<input type="radio"/> Text 70#	<input type="radio"/> Text 100#	<input type="radio"/> Cover 100#	<input type="radio"/> Cover C1S 14 pt	<input type="radio"/> Cover C2S 14 pt
<b>Finishing</b>	<input type="radio"/> Fold	<input type="radio"/> Trim	<input type="radio"/> Staple	<input type="radio"/> Perfect bind	<input type="radio"/> Shrink wrap
	<input type="radio"/> Half fold	<input type="radio"/> Tri-fold	<input type="radio"/> Gate fold	<input type="radio"/> Parallel fold	<input type="radio"/> Z-fold
	<b>Quantity</b>	<input type="radio"/> Soft proof	<input type="radio"/> Hard proof	<b>File name</b>	

### \*Special instructions

