

DIGITAL FILE IMAGING FORM

CLIENT INFORMATION

DATE _____

COMPANY NAME _____

CONTACT NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

FAX _____

JOB INFORMATION

SELECTION # _____

JOB DESCRIPTION _____

FILE INFORMATION AND MEDIA SUPPLIED

FORMAT
 MAC PC OTHER _____

MEDIA SUPPLIED
 3.5" FLOPPY 100MB ZIP 1GB JAZ 230MB 3.5 OPTICAL DISK CD-R 44MB, 88MB, OR 200MB SYQUEST
 OTHER (CALL MUSICTODAY.COM FOR COMPATIBILITY) _____

ELECTRONIC FILE TRANSFER (CALL MUSICTODAY.COM FOR THIS OPTION)
 DATE SENT TO FTP SITE: _____ TIME: _____
 COMPRESSION PROGRAM: _____

FILE INFORMATION
 FAXED PAGES _____ SENT BY: MAIL OTHER _____

PAGE PROOF (A PAGE PROOF IS REQUIRED FOR INSPECTION PURPOSES)
 COMPOSITE AND SEPARATED LASER PROOF(S) # _____ COLOR PROOF(S) # _____

FILE DESCRIPTION (ATTACH ANOTHER PAGE IF NECESSARY OR PRINT SEPARATE LIST)

FILE NAME/DESCRIPTION	SOFTWARE/VERSION	# LINKED	LINKED FILE NAMES
<input type="checkbox"/> CD SCREEN PRINT <input type="checkbox"/> BOOKLET <input type="checkbox"/> INLAY CARD <input type="checkbox"/> OTHER 1	_____ _____ <input type="checkbox"/> POSTSCRIPT FILE	<input type="checkbox"/> TIF _____ <input type="checkbox"/> EPS	_____ _____ _____
<input type="checkbox"/> CD SCREEN PRINT <input type="checkbox"/> BOOKLET <input type="checkbox"/> INLAY CARD <input type="checkbox"/> OTHER 2	_____ _____ <input type="checkbox"/> POSTSCRIPT FILE	<input type="checkbox"/> TIF _____ <input type="checkbox"/> EPS	_____ _____ _____
<input type="checkbox"/> CD SCREEN PRINT <input type="checkbox"/> BOOKLET <input type="checkbox"/> INLAY CARD <input type="checkbox"/> OTHER 3	_____ _____ <input type="checkbox"/> POSTSCRIPT FILE	<input type="checkbox"/> TIF _____ <input type="checkbox"/> EPS	_____ _____ _____

DIGITAL FILE IMAGING FORM (CONTINUED)

FILE INFORMATION AND MEDIA SUPPLIED

OUTPUT ALL PAGES (TOTAL # OF PAGES _____) OUTPUT SPECIFIC PAGES (FROM _____ TO _____)

TRAPPING

SUPPLIED NEEDS TO BE DONE DOESN'T TRAP

COLORS

PRINT AS INDICATED IN FILE: YES NO

IF NO, SPECIFY COLORS HERE:

FONT INFORMATION

MANUFACTURER	FONT NAME	STYLE	VERSION #	TYPE
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS

CUSTOMER CHECKLIST

- ALL FILES TO BE OUTPUT ARE ON DISK.
- A COPY OF ALL LINKS IS INCLUDED. (EXAMPLE: TIF IMAGES AND EPS FILES)
- ALL DISKS ARE LABELED WITH THE CUSTOMER NAME AND THE NAME OF THE FILES TO BE OUTPUT.
- A COPY OF ALL SCREEN FONTS AND A COPY OF MODIFIED FONTS THAT YOU HAVE USED ARE INCLUDED.
- LASER PROOF, SEPARATED LASER PROOF AND COLOR PROOF FOR QUALITY COMPARISON ARE INCLUDED.
- IMAGES ARE CLEARLY MARKED FOR FPO, TRIM MARKS, FOLDS, BLEEDS AND PMS COLORS.

HOLD HARMLESS CLAUSE (MUST BE SIGNED FOR PRODUCTION OF FILM)

- IF A PROBLEM IS FOUND THAT WOULD AFFECT THE QUALITY OF THE FINAL RESULT, PLEASE CORRECT THE PROBLEM AND FAX OR MAIL THE REVISED PROOF FOR MY APPROVAL.
- DO NOT CORRECT OR CHANGE ANY OF THE GRAPHICS OR DIGITAL FILES WITHOUT PRIOR NOTIFICATION.

ALL THAT APPEARS ON THE ENCLOSED DISK OR FILES DOWNLOADED IS UNENCUMBERED BY COPYRIGHTS.
WE THE CUSTOMER HAVE FULL RIGHTS TO REPRODUCE THE SUPPLIED DIGITAL IMAGES.

NAME (PRINT)

SIGNATURE

DATE