

SCANNING ORDER

Fax orders to: 617.374.6020
E-Mail: jobs@pageworks.com
Anonymous FTP: ftp.pageworks.com
Web: http://www.pageworks.com

Page.....of.....

Customer & Billing Information

Contact

Company

Address

Day Phone

Eve Phone.....Call Until.....

Email

Fax

Payment Method:

PW Account, P.O.#

Cash/Check/MC/VISA/AmEx

(acct #, exp.date).....

File(s) Sent By

Disk E-Mail FTP

Transmitted File Name(s).....

Turnaround

Standard Rush \$

Need job by (date/time).....

Delivery Method

Hold at Pageworks **OR** Ship via. . .

PW courier \$

PW UPS \$

other.....

(acct #).....

Ship-To Information

Same address as above
(or enter the shipping address below)

Attention

Company

Address

Phone

Today's Date:.....

Original Artwork

Please describe your original artwork...

Quantity / Name:

Size of Original: 35mm 2 1/4 4x5 5x7
 8x10 other x"

Finished size (very important)

At what size will the scan be printed or displayed?

..... x " or% magn.

Color Space (check one)

Scan is to be saved as...

Line Art Grayscale RGB color CMYK color

Scanning Parameters (complete one section)

Line Art Scans Only:

Scan at... 300 600 1200 other.....dpi

Grayscale and Color Scans Only:

Scan at... 72 (fpo) 200 300 other.....dpi

OR

If Scan is going to Press:

Screen Ruling of... 85 100 133 150 otherlpi

Press Type web sheetfed

Stock coated uncoated newsprint

Dot Gain standard custom %.....

OR

If Scan is to be printed at PageWorks:

Pictography (CMYK) Xerox 2060 Xerox Xpress 54

DisplayMaker Pictography (RGB)

35mm slide other.....

Format & Storage Information

File Name If the scan(s) needs to have a certain name,

please indicate so here.....

Platform Mac PC

Image Format tiff eps gif jpeg

pict bmp other

Storage Media zip cd-rom \$ jaz

other

Customer provides PageWorks provides \$

Special Instructions & Proofing

If you need additional space, you may use reverse. Feel free to contact our scanning department regarding PageWorks' full range of **scanning**, **electronic stripping**, and **image retouching** services.

Proofing Options \$ Pictro Proof \$ Film Septs and Fujiproof

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Original Artwork

Please describe your original artwork...

Quantity / Name:

Size of Original: 35mm 2 1/4 4x5 5x7
 8x10 other x"

Finished size (very important)

At what size will the scan be printed or displayed?

..... x " or% magn.

Color Space (check one)

Scan is to be saved as...

Line Art Grayscale RGB color CMYK color

Scanning Parameters (complete one section)

Line Art Scans Only:

Scan at... 300 600 1200 other.....dpi

Grayscale and Color Scans Only:

Scan at... 72 (fpo) 200 300 other.....dpi

OR

If Scan is going to Press:

Screen Ruling of... 85 100 133 150 otherlpi

Press Type web sheetfed

Stock coated uncoated newsprint

Dot Gain standard custom %.....

OR

If Scan is to be printed at PageWorks:

Pictography (CMYK) Xerox 2060 Xerox Xpress 54

DisplayMaker Pictography (RGB)

35mm slide other.....

Format & Storage Information

File Name If the scan(s) needs to have a certain name,

please indicate so here.....

Platform Mac PC

Image Format tiff eps gif jpeg

pict bmp other

Storage Media zip cd-rom \$ jaz

other

Customer provides PageWorks provides \$

Special Instructions & Proofing

If you need additional space, you may use reverse. Feel free to contact our scanning department regarding PageWorks' full range of **scanning**, **electronic stripping**, and **image retouching** services.

Proofing Options \$ Pictro Proof \$ Film Septs and Fujiproof

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....