

LARGE-FORMAT OUTPUT FORM

MicroLink Graphics
WORK ORDER NO.

MICROLINKGRAPHICS

ORDER RECEIVED	ORDER COMPLETED
DATE _____	DATE _____
TIME _____	TIME _____

6 South Addison Street, Bensenville, Illinois 60106

phone: 630.860.1661 • fax: 630.860.1672 • BBS: 630.860.1692

e-mail: info@microlink-graphics.com • web site: http://www.microlink-graphics.com

SERVICE TYPE: NORMAL (48 hrs.) A.S.A.P. (24-47 hrs.)+50% RUSH (12-23 hrs.)+100% SUPER RUSH (under 12 hrs.)+200%

1 CUSTOMER INFORMATION

Date _____ Time _____ : ^{AM} _{PM} Customer P.O. _____

Job Description _____

Contact Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

2 After Hrs. Phone _____ Do Not Call After _____ P.M.

3 IF PROBLEMS ARE ENCOUNTERED WITH YOUR FILES

Fix file(s) if possible and bill accordingly Hold all and call

Ignore missing graphics and output anyway

If no preference indicated, our policy is to fix your file and bill for our time.

4 DATE DUE _____ TIME DUE _____ : ^{AM} _{PM}

5 DELIVERY METHOD

MicroLink Delivery Customer Pickup Call When Ready

FedEx Account No. _____

6 DELIVER TO (if same as Customer Information, write "Same")

Name _____

Company _____

Address _____

City/State/Zip _____

7 TEST PRINTS

I have enclosed laser prints for my project

Color Laser B&W Laser

Print color ink-jet proofs for my approval prior to output¹

No prints required—

I take responsibility for the content of my pages.

8 OUTPUT AND FINISHING INFORMATION

MAC	PC	FILE NAME	APPLICATION	VER.	FINAL SIZE inches	OUTPUT PAGES	QUANTITY
<input type="checkbox"/>	<input type="checkbox"/>				X	From To	

RESOLUTION <input type="checkbox"/> 300 DPI <input type="checkbox"/> 600 DPI	OUTPUT %	TRIM TO CROPS <input type="checkbox"/> Yes <input type="checkbox"/> No
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MEDIA	MOUNTING ²	LAMINATING ²	FINISHING ³	INK
<input type="checkbox"/> Photobase Gloss <input type="checkbox"/> 32 Lb. Presentation Bond <input type="checkbox"/> Backlit Film <input type="checkbox"/> Vinyl <input type="radio"/> Scrim <input type="radio"/> Outdoor <input type="checkbox"/> Canvas <input type="checkbox"/> Tyvek <input type="checkbox"/> Other _____	<input type="checkbox"/> Fome-cor, (3/16") <input type="checkbox"/> Gator Foam, (3/16") <input type="radio"/> White <input type="radio"/> Black <input type="checkbox"/> Sintra, 3mm (1/8") <input type="radio"/> White <input type="radio"/> Black <input type="checkbox"/> Lexan <input type="radio"/> 10 mil <input type="radio"/> 20 mil <input type="checkbox"/> Pressure-Sensitive Adhesive Back <input type="checkbox"/> 1/8" Plexiglas <input type="checkbox"/> Crescent Board 50 mil <input type="checkbox"/> Other _____ <input type="checkbox"/> Face Mount <input type="checkbox"/> Back Mount	3 mil 14 mil* Lustre <input type="checkbox"/> <input type="checkbox"/> Satin <input type="checkbox"/> <input type="checkbox"/> Gloss <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 mil Velvet <input type="checkbox"/> 17 mil Velvet** <input type="checkbox"/> Other _____ *3 mil Laminate **5 mil Laminate 10 MB Back 10 MB Back	<input type="checkbox"/> Grommets <input type="checkbox"/> Velcro <input type="radio"/> 1/4" hook <input type="radio"/> 1/2" hook <input type="radio"/> 1/4" loop <input type="radio"/> 1/2" loop <input type="checkbox"/> Easels <input type="checkbox"/> Edge Trim ³ Include details with special instructions	<input type="checkbox"/> Indoor (Standard) ⁴ <input type="checkbox"/> Outdoor ⁴ Water soluble; may require laminating
ARCHIVING (We normally hold files for 5 working days, after which they are purged from our system.) <input type="checkbox"/> Archive to CD-ROM (charged at our current rate)				

9 SPECIAL INSTRUCTIONS

- None required
- Match provided sample⁵
- Provide proof for approval prior to output⁵
- ⁵Charged at current rates

MORE FILES ON BACK

A NOTE TO OUR CUSTOMERS

¹PC files from non-page layout programs such as Microsoft Office (Word, Excel, PowerPoint), Publisher, etc., can be problematic and are run on a best-effort basis. Laser proofs should be provided by you with your file(s). If MicroLink Graphics is placing photos into your files or editing your files in any way, digital color proofs are recommended for your approval before proceeding with final output. If proofs are not ordered, additional charges may apply. MicroLink Graphics cannot be responsible for any errors due to vendors' software and/or hardware. Without proper color proofs, MicroLink Graphics is not responsible for the final quality of your output. Liability shall be limited solely to replacement of the products/services which we supplied.

²Heat and/or humidity changes could cause mounting to curl or warp. We assume the same responsibility as the substrate and laminate manufacturers and offer no guarantees that warping will not occur. MicroLink Graphics is not responsible for damage to any prints or other materials submitted for mounting and/or laminating that have not been imaged by MicroLink.

LARGE-FORMAT OUTPUT FORM

8a OUTPUT AND FINISHING INFORMATION

MAC	PC ¹	FILE NAME	APPLICATION	VER.	FINAL SIZE inches	OUTPUT PAGES	QUANTITY		
<input type="checkbox"/>	<input type="checkbox"/>				X	From To			
RESOLUTION		<input type="checkbox"/> 300 DPI <input type="checkbox"/> 600 DPI	OUTPUT %		TRIM TO CROPS			<input type="checkbox"/> Yes <input type="checkbox"/> No	
MEDIA		MOUNTING ²		LAMINATING ²		FINISHING ³		INK	
<input type="checkbox"/> Photobase Gloss <input type="checkbox"/> 32 Lb. Presentation Bond <input type="checkbox"/> Backlit Film <input type="checkbox"/> Vinyl <input type="radio"/> Scrim <input type="radio"/> Outdoor <input type="checkbox"/> Canvas <input type="checkbox"/> Tyvek <input type="checkbox"/> Other _____		<input type="checkbox"/> Fome-cor, (3/16") <input type="checkbox"/> Gator Foam, (3/16") <input type="radio"/> White <input type="radio"/> Black <input type="checkbox"/> Sintra, 3mm (1/8") <input type="radio"/> White <input type="radio"/> Black <input type="checkbox"/> Lexan <input type="radio"/> 10 mil <input type="radio"/> 20 mil <input type="checkbox"/> Pressure-Sensitive Adhesive Back <input type="checkbox"/> 1/8" Plexiglas <input type="checkbox"/> Crescent Board 50 mil <input type="checkbox"/> Other _____ <input type="checkbox"/> Face Mount <input type="checkbox"/> Back Mount		3 mil 14 mil* Lustre <input type="checkbox"/> <input type="checkbox"/> Satin <input type="checkbox"/> <input type="checkbox"/> Gloss <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 mil Velvet <input type="checkbox"/> 17 mil Velvet** <input type="checkbox"/> Other _____		<input type="checkbox"/> Grommets <input type="checkbox"/> Velcro <input type="radio"/> 1/4" hook <input type="radio"/> 1/2" hook <input type="radio"/> 1/4" loop <input type="radio"/> 1/2" loop <input type="checkbox"/> Easels <input type="checkbox"/> Edge Trim ³ Include details with special instructions		<input type="checkbox"/> Indoor (Standard) ⁴ <input type="checkbox"/> Outdoor ⁴ Water soluble; may require laminating	
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COLOR CORRECTION									
<input type="checkbox"/> None required <input type="checkbox"/> Match provided sample ⁵ <input type="checkbox"/> Provide proof for approval prior to output ⁵ ⁵ Charged at current rates									
<input type="checkbox"/> MORE FILES ON BACK									
9a SPECIAL INSTRUCTIONS									

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