

SCANNING FORM

MicroLink Graphics
WORK ORDER NO.

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

MICROLINKGRAPHICS

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** (24 hrs.) **A.S.A.P.** (12-23 hrs.)+50% **RUSH** (8 hrs. or less)+100%

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

4 DELIVERY METHOD

MicroLink Delivery Customer Pickup Call When Ready

FedEx Account No. _____

5 DELIVER TO (If same as Customer Information, write "Same")

Name _____

Company _____

Address _____

City/State/Zip _____

6 SCANNING INFORMATION

ITEMS TO BE SCANNED	ORIGINAL			FORMAT			FINAL SIZE	RESOLUTION*			RETOUCH			PROOF**					
	Reflective	Transparency	Slide	Negative	Line Art	Grayscale	CMYK	% OR INCHES (Width x Height)	Low Res.	Publication	High Res.	Descreened	Clean Up	Color Correct	Clipping Path	Rainbow	PressMatch	RC	Canon
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			

Storage Provided By: MicroLink** Customer **Type Of Storage:** Floppy Zip Jaz **Save As:** Mac PC

Disk # _____ **ARCHIVING** (Files are held for 5 working days after which they are purged from our system) Archive to CD-ROM** **MORE ITEMS TO BE SCANNED ON BACK**

**Billable at current rates

*Low res. 72 DPI suitable for multimedia, web and electronic media. High res. scans are drum scanned for optimal quality and image capture @ 300 DPI or greater. Publication scans, a more economical alternative to High res. scans, up to 300 DPI for CMYK or Grayscale suitable for up to 150 lpi publishing.

7 SPECIAL INSTRUCTIONS

MICROLINK USE ONLY

TOTAL Number of Scans

TOTAL Retouch Time

A NOTE TO OUR CUSTOMERS
 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. 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.

