

**JOB SPECIFICATION SHEET**

Refer to File Set-up Instructions before sending artwork. Contact your AE for additional questions.

Today's Date \_\_\_\_\_  
 Due Date \_\_\_\_\_  
 Delivery Time \_\_\_\_\_  
 Normal (3 - 5 days)  
 Rush (less than 3 days) CALL TO CONFIRM  
 Priority Rush (next job) CALL TO CONFIRM  
 Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 email \_\_\_\_\_  
 PO # \_\_\_\_\_  
 Job # \_\_\_\_\_

Bill to \_\_\_\_\_  
 \_\_\_\_\_

COD  
 Invoice (Terms: Net 30 days)  
 Taxable  
 Tax-exempt \_\_\_\_\_  
 Resale (must have resale card on file)

**Shipping**  
 Check here is different than billing address.  
 Will Call  
 Harlan Driver  
 Courier \_\_\_\_\_  
 UPS \_\_\_\_\_  
 FedEx \_\_\_\_\_  
 Airgroup \_\_\_\_\_  
 USPS \_\_\_\_\_

File Name \_\_\_\_\_  
 Program/Version \_\_\_\_\_  
 Finished Size \_\_\_\_\_  
 Artwork built at \_\_\_\_\_  
 Quantity \_\_\_\_\_  
 Images \_\_\_\_\_  
 \_\_\_\_\_  
 Fonts \_\_\_\_\_  
 \_\_\_\_\_

Cropmarks  yes  no

**Printer**  
 Docucolor (150 dpi)  
 HP Inkjet (150 dpi)  
 Epson Inkjet (150 dpi)  
 LightJet (200 dpi)  
 INCA (150 dpi)  
 Vutek (150 dpi)  
 Artistri (150 dpi)

**Material (HP/Epson)**  
 Semi-matte Paper  
 Gloss Paper  
 Satin Paper  
 Phototex  
 Canvas  
 Polypropylene  
 Fine Artist Paper  
 other \_\_\_\_\_

**Material (LightJet)**  
 Semi-matte Paper  
 Gloss Paper  
 Endura Metallic  
 Backlit  
 Flex  
 other \_\_\_\_\_

**Material (INCA/Vutek)**  
 13 oz vinyl  
 15 oz vinyl  
 18 oz vinyl  
 Mesh Banner  
 Perforated Window Vinyl  
 ControlTac  
 PVC (Sintra)  .125  .25  .5  
 Styrene  .020  .030  
 .040  .060  
 Foamcore  .125  .1875  .25  
 Gator  .1875  .5  
 Mojave  white  cream  
 other \_\_\_\_\_

**Material (Artistri)**  
 Hercules  
 German Flag  
 FireSafe  
 Dazzle  
 Poly/Satin  
 300 Denier  
 600 Denier  
 other \_\_\_\_\_

**Finishing**  
 One-sided  
 Two-sided  
 Hem  
 Grommets  
 Pole Pocket \_\_\_\_\_  
 Roping  
 Pole  
 Eye Screws  
 Blackout Liner  
 Banner Stand \_\_\_\_\_  
 new  customer-supplied  
 other \_\_\_\_\_

**Mounting**  
 PVC  2mm  .125  .25  .5  
 white  black  
 Styrene  .020  .030  
 .040  .060  
 white  black  
 Gator  .1875  .5  
 white  black  
 Jetmount  
 Mightycor  
 DiBond  2mm  3mm  
 Alumacor  
 Coroplast  
 Foamcor  .125  .1875  .25  
 white  black  
 Paperboard  24 pt  50 pt  
 Acrylic  .125  .1875  .25  
 clear  non-glare  
 frosted  \_\_\_\_\_  
 1st surface  2nd surface  
 other \_\_\_\_\_

**Laminating**  
 Gloss  
 Harlan  
 Matte  
 Textured  
 Window Cling  
 other \_\_\_\_\_  
 Encapsulate  5/3 mil  3/3 mil  
 5/5 mil  11/10 mil

**Additional Instructions**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_