

# CTP REQUEST FORM

IMPORTANT: Ink Jet proof required. Laser proof is not recommended nor guaranteed.  
Please proofread all materials carefully prior to printing or shipping.  
Service Typographers will not be liable for any printing costs!

COMPANY NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

BILL TO: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

PO: \_\_\_\_\_

FAX: \_\_\_\_\_

Call When Ready  Deliver to: \_\_\_\_\_

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Colorado Springs, CO 80909  
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FILE INFO: \_\_\_\_\_

Press Name:	Job Name:	scale _____ %	Page Count:
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Press Name:	Job Name:	scale _____ %	Page Count:
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Press Sheet Size \_\_\_\_\_ x \_\_\_\_\_ Horizontal Gutter \_\_\_\_\_  Work & Turn  Head to Head  
 Sheetwise  Head to Toe  
 Final Trim Size \_\_\_\_\_ x \_\_\_\_\_ Vertical Gutter \_\_\_\_\_  Work & Tumble  Toe to Toe  
 Perfector  
 Binding Style  Perfect Bound  Stitched  Creep \_\_\_\_\_

Press Sheet Size \_\_\_\_\_ x \_\_\_\_\_ Horizontal Gutter \_\_\_\_\_  Work & Turn  Head to Head  
 Sheetwise  Head to Toe  
 Final Trim Size \_\_\_\_\_ x \_\_\_\_\_ Vertical Gutter \_\_\_\_\_  Work & Tumble  Toe to Toe  
 Perfector  
 Binding Style  Perfect Bound  Stitched  Creep \_\_\_\_\_

Sig 1 Front # Colors \_\_\_\_\_

XXXXXXXXXXXX GRIPPER XXXXXXXXXXXXXXX

Sig 1 Back # Colors \_\_\_\_\_

XXXXXXXXXXXX GRIPPER XXXXXXXXXXXXXXX

Sig 2 Front # Colors \_\_\_\_\_

XXXXXXXXXXXX GRIPPER XXXXXXXXXXXXXXX

Sig 2 Back # Colors \_\_\_\_\_

XXXXXXXXXXXX GRIPPER XXXXXXXXXXXXXXX

**Colors**  
 CMYK  Black  Grayscale  
 Spot Colors \_\_\_\_\_  
 \_\_\_\_\_

**Line Screen**  
 133 lpi  
 150 lpi  
 175 lpi  
 200 lpi  
 \_\_\_\_\_

**Inkjet Proof**  
 Hi Res (Full Color)  
 Colorline (Low Res-1,2,3 Color Jobs)  
 Proof Before Plates  
 Proof With Plates

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 CMYK  Black  Grayscale  
 Spot Colors \_\_\_\_\_  
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SPECIAL INSTRUCTIONS: