

Order Form: Hi-Res Scanning

fax to: 818-240-3456

Turnaround: Standard Rush **Job / PO No:**

Contact Name: *

Delivery Call When Ready

Company:

Client Pick-up other

Address:

Date: Time In:

Due Date: Time Out:

City:

Deliver To:

State: Zip:

Company:

Phone 1: *

Address:

Phone 2:

City:

Email: *

State: Zip:

* Required Fields

Scan File Name:

CD Archiving ZIP Other:

Indicate original material(s) supplied:

Format MAC PC Other:

EPS TIFF

Mode RGB CMYK Grayscale

Bitmap Crop? (indicate on original)

Final Scale : % OR Dimension: OR MB

Notes and Special Instructions

IMPORTANT INFORMATION:

- 1) Provide hard copy of text and graphics. Include all supporting graphics, data files and fonts with your job.
- 2) Back up your files and hard copy, as we assume no responsibility or liability for archiving or storing of your files or material, or any loss or damage of any files or material, or delay in its production, and we assume no liability for lost revenue or other consequential damages.
- 3) You are solely responsible for the content of the files submitted and understand that they will be imaged as you have saved them and agree to pay for them, regardless of their content or appearance.
- 4) If you have custom kerning fonts, you must enclose a copy of them with the order for your file to print correctly.
- 5) You have the right to cancel an order anytime and pay only for work which has been done.
- 6) We assume no responsibility for damages caused by us during finishing of material which was not produced or printed by DPS.
- 7) DPS ASSUMES NO RESPONSIBILITY FOR THE REPRODUCTION OF COPYRIGHTED MATERIAL.