

# Digital Output Order Form

<b>CLIENT</b>  Billing Address	First Name _____ Last Name _____	<b>In</b> _____ Day _____ Date _____ Time _____ AM PM <b>Due</b> _____ Day _____ Date _____ Time _____ AM PM
	Company _____	
	Street Address _____	
	City _____ State _____ Zip _____	
<b>SHIP TO</b>  Only if Different	First Name _____ Last Name _____	<b>RECEIVED VIA</b>  <input type="checkbox"/> MAIL <input type="checkbox"/> CUST. DROP OFF <input type="checkbox"/> ELECTRONIC
	Company _____	
	Street Address _____	
	City _____ State _____ Zip _____	
Phone (day) _____ (evening) _____		<b>SHIP VIA</b>  <input type="checkbox"/> HOLD FOR CUSTOMER PICK-UP <input type="checkbox"/> SEND MESSENGER <input type="checkbox"/> SEND FIRST CLASS MAIL <input type="checkbox"/> SEND OVERNIGHT _____ <small>Must Include Account Number</small> <input type="checkbox"/> UPS <input type="checkbox"/> FedEx <input type="checkbox"/> 3rd Party
Phone (day) _____ (evening) _____		

<b>MetroGraphix</b>
19 KINGSLEY ROAD
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Fax 1: 973-962-1125
Fax 2: 973-962-6457
Email: metrogrpx@aol.com

## IMAGESETTING OUTPUT

**PLATFORM:**    MAC    PC   **FILE TYPE:**    Postscript    Native Application - Setup Fees may apply, see Guidelines  
**MEDIA TYPE:**    3.5"    100MB / 250MB ZIP DISK    CD-ROM    1 GB JAZZ    E-Mail / FTP

File Name(s)	Film / Paper	Pg Size	Software / vers.	# Pgs	# Colors	LPI	Special Instructions
1.	<input type="checkbox"/> RC Repro Paper <input type="checkbox"/> FILM <input type="checkbox"/> POS <input type="checkbox"/> NEG <input type="checkbox"/> RRED <input type="checkbox"/> RREU	<input type="checkbox"/> 10 x 12 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> Custom					
2.	<input type="checkbox"/> RC Repro Paper <input type="checkbox"/> FILM <input type="checkbox"/> POS <input type="checkbox"/> NEG <input type="checkbox"/> RRED <input type="checkbox"/> RREU	<input type="checkbox"/> 10 x 12 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> Custom					
3.	<input type="checkbox"/> RC Repro Paper <input type="checkbox"/> FILM <input type="checkbox"/> POS <input type="checkbox"/> NEG <input type="checkbox"/> RRED <input type="checkbox"/> RREU	<input type="checkbox"/> 10 x 12 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> Custom					
4.	<input type="checkbox"/> RC Repro Paper <input type="checkbox"/> FILM <input type="checkbox"/> POS <input type="checkbox"/> NEG <input type="checkbox"/> RRED <input type="checkbox"/> RREU	<input type="checkbox"/> 10 x 12 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> Custom					
5.	<input type="checkbox"/> RC Repro Paper <input type="checkbox"/> FILM <input type="checkbox"/> POS <input type="checkbox"/> NEG <input type="checkbox"/> RRED <input type="checkbox"/> RREU	<input type="checkbox"/> 10 x 12 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> Custom					

## SCANS • PROOFS • OTHER SERVICES & CHARGES

Service	Sizes	Qty.	Special Instructions	Unit Charge	Extended
<b>Typesetting / Layout / File Manipulation</b>					
<input type="checkbox"/> Typing			<input type="checkbox"/> Disk <input type="checkbox"/> Manual Typing		
<input type="checkbox"/> Layout					
<input type="checkbox"/> File Manipulation			min.	\$1.00 / min	
<b>Scanning (B/W or Color)</b>					
<b>File Format</b>					
<input type="checkbox"/> PhotoScans B / W			MAC • IBM   TIFF • PCX • EPS • OTHER _____	\$4.50 / scan	
<input type="checkbox"/> PhotoScans Color			MAC • IBM   TIFF • PCX • EPS • OTHER _____	\$8.00 / scan	
<input type="checkbox"/> Slide / Trans. Scans			MAC • IBM   TIFF • PCX • EPS • OTHER _____	\$8.00 / scan	
<input type="checkbox"/> Editing Image			min.	\$1.00 / min	
<b>Digital Proofing</b>					
<input type="checkbox"/> InkJet	<input type="checkbox"/> 8.5" x 11"		<input type="checkbox"/> Photo Quality <input type="checkbox"/> Photo Quality Gloss <input type="checkbox"/> DuPont Commercial Proofing Paper	\$10.00 / \$15.00 / \$20.00	
	<input type="checkbox"/> 11" x 17"		<input type="checkbox"/> Photo Quality <input type="checkbox"/> Photo Quality Gloss <input type="checkbox"/> DuPont Commercial Proofing Paper	\$20.00 / \$25.00 / \$30.00	
	<input type="checkbox"/> 13" x 19"		<input type="checkbox"/> Photo Quality <input type="checkbox"/> Photo Quality Gloss <input type="checkbox"/> DuPont Commercial Proofing Paper	\$25.00 / \$30.00 / \$35.00	
	<input type="checkbox"/> 13" x 22"		<input type="checkbox"/> Photo Quality <input type="checkbox"/> Photo Quality Gloss	\$35.00 / \$40.00	
<b>Analog Proofing - Film Output required</b>					
<input type="checkbox"/> Contact Prints	<input type="checkbox"/> 10" x 12"			\$9.50	
	<input type="checkbox"/> 12" x 18"			\$12.50	
<input type="checkbox"/> Blue Prints (per exposure)	<input type="checkbox"/> 10" x 12"		# of exposures	\$4.50	
	<input type="checkbox"/> 12" x 18"		# of exposures	\$8.50	
<input type="checkbox"/> ColorKeys (per layer)	<input type="checkbox"/> 10" x 12"		# of layers	\$14.50	
	<input type="checkbox"/> 12" x 18"		# of layers	\$19.50	
<input type="checkbox"/> AGFA PressMatch Proof (CMYK only)	<input type="checkbox"/> 10" x 12"			\$65.00	
	<input type="checkbox"/> 12" x 18"			\$95.00	
<b>Job to Disk (Preflighting)</b>					
<input type="checkbox"/> Preflighting			(includes 1 CD ROM)	\$65.00	
			Zip add \$10.00	\$10.00	

Office Use Only	Film 1600 dpi up to 133 lpi		Film 2400 dpi up to 133 lpi		Paper 1200 dpi		SUB. TOTALS (A)		
	10 x 12	12 x 18	10 x 12	12 x 18	10 x 12	12 x 18	10 x 12	12 x 18	Oversized
	Qty	Qty	Qty	Qty	Qty	Qty			
1 - 10	\$19.00	\$29.00	\$24.00	\$36.00	\$12.00	\$19.00	<b>OUTPUT</b>		
11 - 20	\$17.50	\$27.50	\$23.50	\$34.50	\$11.00	\$18.00	<b>RUSH (&lt; Same Day) add 30%</b>		
21 - 80	\$16.00	\$26.00	\$22.00	\$33.00	\$10.00	\$17.00	<b>SET UP FEE</b> (\$15.00 if applicable)		
<b>Oversized Output</b>							<b>TOTAL OUTPUT (B)</b>		
							<b>Pick-Up / Shipping (C)</b>		
							<b>TOTAL INVOICE (A+B+C)</b>		