



817 Broad Street ♦ Durham, NC 27705
 919-286-2091 ♦ Fax 919-286-4466
 email: output@azaleagraphics.com

OUTPUT REQUEST FORM

Azalea Job No. _____

Invoice to _____

Date _____

Contact _____

Address _____

Phone (very important!) _____

Time In _____

COD Bill Account Job/PO No. _____

Shipping Instructions _____

Date Due _____

| OUTPUT TO | |
|---|---|
| <input type="checkbox"/> RC Paper | <input type="checkbox"/> Film Positive Emulsion Down |
| <input type="checkbox"/> Film Negative | <input type="checkbox"/> Film Positive Emulsion Up |
| <input type="checkbox"/> BW Laser 8.5x11 and 11x17 | |

| PROBLEMS |
|--|
| If we find any problems with your file: |
| <input type="checkbox"/> Please fix if cost is under \$100 and bill me for the time. (Minimum charge \$25) |
| <input type="checkbox"/> Please stop the job and call me. Write your phone number in space above! |

| TRAPPING |
|--|
| <input type="checkbox"/> No traps necessary in file. |
| <input type="checkbox"/> I have set traps. Azalea will run your file as is. |
| <input type="checkbox"/> I don't know if I need traps. Azalea will check & set traps if needed. |
| <input type="checkbox"/> Azalea to create traps. |

OUTPUT THESE FILES

| <input type="checkbox"/> MAC <input type="checkbox"/> WINDOWS | | Page Size | Line Screen | Color Seps | # Pages In File | Total Pgs Run | List Color Seps |
|---|-----------|-----------|-------------|--|-----------------|---------------|-----------------|
| Software | File Name | | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | |
| | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | |
| | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | |
| | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | |
| | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | |
| | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | |

OUTPUT INFO

List Your Fonts & Any Other Helpful Information _____

For Azalea Billing _____

RESPONSIBILITY:

- Azalea cannot be responsible for output errors due to incorrect file setup or insufficient information. Regardless of the outcome, you are fully responsible for the final printed result of your files.

OUTPUT REQUEST FORM

Azalea Job No. _____

Invoice to _____

Date _____

Contact _____

Address _____

Phone (very important!) _____

Time In _____

COD Bill Account Job/PO No. _____

Shipping Instructions _____

Date Due _____

SCANNING

| <input type="checkbox"/> MAC <input type="checkbox"/> WINDOWS | | Size of Original | Line Art | B/W Photo | Color to B/W | Four-Color | Enlarge or Reduce % | Final Size (in inches) | Descreen | Place Scan | Clipping Path | Clean-up Original | Cost |
|---|--|------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|
| Name for Scan | | | | | | | | | | | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Scanning Info _____

ADDITIONAL INFORMATION

TURNAROUND:

- Standard turnaround for **output jobs** is 24 hours for 24 pages or less. Allow additional time if you need to approve your Rainbow color proof before we run the film. Allow an extra day for film trapping.
- **Scanning** turnaround is 24 hours for up to 5 scans. If we are scanning and placing your photos, please allow an extra time for this.
- **Larger projects** require more time. Please discuss your schedule with us. We will do everything we can to meet your deadlines.
- If you need your job faster than our regular turnaround times, please request **rush service**. Your job gets immediate priority and moves to the front of the job queue. The charge for rush service is 100% of the regular cost. There are occasional times when rush service may not be available.

IMAGESSETTING OUTPUT:

- Standard resolution is 1693 dpi for RC paper, 2540 dpi for film.
- Default line screens, unless you request otherwise:
RC Paper – 85 lpi • Film – 120 lpi • 4-Color Film – 133 lpi
- Film width is 12". Files are run with crop marks unless otherwise requested. For crops, make your page width a maximum of 11.25". Length can be up to 60".
- Film negatives are run right-reading, emulsion down.
- Film positives are run either emulsion up or down, depending on what your commercial printing vendor needs. Please ask your print vendor first.
- Film separation jobs brought in without laser separations will incur an additional charge if we need to run laser seps.
- Truetype fonts can cause problems. Azalea is not responsible if your Truetype fonts do not print correctly.

MEDIA:

- We accept: 100MB and 250MB ZIP disks and CDs. Compressed files of 10MB or less (please use Stuffit or Winzip) can be sent as email attachments to: output@azaleagraphics.com

If submitting files via email, please fax this output request form to us at 919.286.4466, or call us at 919.286.2091 to let us know that you have sent a file.

SCANNING:

- **Photos** are scanned at 300 ppi resolution at 100% unless otherwise requested.
- **Line art** is scanned at 600 ppi resolution.
- **Maximum size** for originals: Transparency 10 x 16" • Reflective 11 x 16"
- The most important information to tell us is the **enlargement or final size** for your image. Once your photo has been scanned, enlargement of more than 20% may result in a noticeable loss of image quality.
- We must remove **slides** from their mounts in order to scan them. We will replace cardboard mounts with new plastic ones.
- Please provide a disk with enough space for your digital files.
- We cannot scan any copyright protected material without permission from the copyright holder.

IMAGE & FILE EDITS:

\$100 per hour, minimum charge of \$25

- Photoshop editing and retouching, digital effects and compositing
- Clipping paths & photo silhouettes
- Color correction, clean up of scans
- Placing scans in your files
- Text and formatting changes
- File correction to fix color separation and trapping

RESPONSIBILITY:

- Azalea cannot be responsible for output errors due to incorrect file setup or insufficient information. Regardless of the outcome, you are fully responsible for the final printed result of your files.