

**DIGITAL FILE IMAGING FORM**

**CLIENT INFORMATION**

DATE \_\_\_\_\_

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

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

**JOB INFORMATION**

SELECTION # \_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FILE INFORMATION AND MEDIA SUPPLIED**

**FORMAT**  
 MAC     PC     OTHER \_\_\_\_\_

**MEDIA SUPPLIED**  
 3.5" FLOPPY     100MB ZIP     1GB JAZ     230MB 3.5 OPTICAL DISK     CD-R     44MB, 88MB, OR 200MB SYQUEST  
 OTHER (CALL MUSICTODAY.COM FOR COMPATIBILITY) \_\_\_\_\_

**ELECTRONIC FILE TRANSFER** (CALL MUSICTODAY.COM FOR THIS OPTION)  
 DATE SENT TO FTP SITE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 COMPRESSION PROGRAM: \_\_\_\_\_

**FILE INFORMATION**  
 FAXED PAGES \_\_\_\_\_ SENT BY:  MAIL     OTHER \_\_\_\_\_

**PAGE PROOF** (A PAGE PROOF IS REQUIRED FOR INSPECTION PURPOSES)  
 COMPOSITE AND SEPARATED LASER PROOF(S) # \_\_\_\_\_  COLOR PROOF(S) # \_\_\_\_\_

**FILE DESCRIPTION** (ATTACH ANOTHER PAGE IF NECESSARY OR PRINT SEPARATE LIST)

FILE NAME/DESCRIPTION	SOFTWARE/VERSION	# LINKED	LINKED FILE NAMES
<input type="checkbox"/> CD SCREEN PRINT <input type="checkbox"/> BOOKLET <input type="checkbox"/> INLAY CARD <input type="checkbox"/> OTHER <span style="font-size: 2em; color: gray; margin-left: 100px;">1</span>	_____ _____ <input type="checkbox"/> POSTSCRIPT FILE	<input type="checkbox"/> TIF _____ <input type="checkbox"/> EPS	_____ _____ _____
<input type="checkbox"/> CD SCREEN PRINT <input type="checkbox"/> BOOKLET <input type="checkbox"/> INLAY CARD <input type="checkbox"/> OTHER <span style="font-size: 2em; color: gray; margin-left: 100px;">2</span>	_____ _____ <input type="checkbox"/> POSTSCRIPT FILE	<input type="checkbox"/> TIF _____ <input type="checkbox"/> EPS	_____ _____ _____
<input type="checkbox"/> CD SCREEN PRINT <input type="checkbox"/> BOOKLET <input type="checkbox"/> INLAY CARD <input type="checkbox"/> OTHER <span style="font-size: 2em; color: gray; margin-left: 100px;">3</span>	_____ _____ <input type="checkbox"/> POSTSCRIPT FILE	<input type="checkbox"/> TIF _____ <input type="checkbox"/> EPS	_____ _____ _____

**DIGITAL FILE IMAGING FORM (CONTINUED)**

**FILE INFORMATION AND MEDIA SUPPLIED**

OUTPUT ALL PAGES (TOTAL # OF PAGES \_\_\_\_\_)     OUTPUT SPECIFIC PAGES (FROM \_\_\_\_\_ TO \_\_\_\_\_)

**TRAPPING**

SUPPLIED     NEEDS TO BE DONE     DOESN'T TRAP

**COLORS**

PRINT AS INDICATED IN FILE:  YES     NO

IF NO, SPECIFY COLORS HERE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FONT INFORMATION**

MANUFACTURER	FONT NAME	STYLE	VERSION #	TYPE
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS
				<input type="checkbox"/> TT <input type="checkbox"/> PS

**CUSTOMER CHECKLIST**

- ALL FILES TO BE OUTPUT ARE ON DISK.
- A COPY OF ALL LINKS IS INCLUDED. (EXAMPLE: TIF IMAGES AND EPS FILES)
- ALL DISKS ARE LABELED WITH THE CUSTOMER NAME AND THE NAME OF THE FILES TO BE OUTPUT.
- A COPY OF ALL SCREEN FONTS AND A COPY OF MODIFIED FONTS THAT YOU HAVE USED ARE INCLUDED.
- LASER PROOF, SEPARATED LASER PROOF AND COLOR PROOF FOR QUALITY COMPARISON ARE INCLUDED.
- IMAGES ARE CLEARLY MARKED FOR FPO, TRIM MARKS, FOLDS, BLEEDS AND PMS COLORS.

**HOLD HARMLESS CLAUSE** (MUST BE SIGNED FOR PRODUCTION OF FILM)

- IF A PROBLEM IS FOUND THAT WOULD AFFECT THE QUALITY OF THE FINAL RESULT, PLEASE CORRECT THE PROBLEM AND FAX OR MAIL THE REVISED PROOF FOR MY APPROVAL.
- DO NOT CORRECT OR CHANGE ANY OF THE GRAPHICS OR DIGITAL FILES WITHOUT PRIOR NOTIFICATION.

ALL THAT APPEARS ON THE ENCLOSED DISK OR FILES DOWNLOADED IS UNENCUMBERED BY COPYRIGHTS. WE THE CUSTOMER HAVE FULL RIGHTS TO REPRODUCE THE SUPPLIED DIGITAL IMAGES.

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE