

Drum Scan Order Form

Please complete form in its entirety



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(760) 436-2372 FAX

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ftp.headlinegraphics.com FTP

Bill to _____

Contact Name _____

Address _____

Day Phone _____ Customer PO # _____

Evening Phone _____ Please Don't Call After _____

Cell Phone / Pager _____

Deliver Customer Will Pick Up Call When Ready FedEx

Deliver to _____

Attn _____ Phone _____

Address _____

Hard Copy Supplied? Yes No

Is Headline Printing Your Job? Yes No

ORIGINALS	
Qty.	
_____	35mm Slide
_____	2/4 Transparency
_____	4x5 Transparency
_____	8x10 Transparency
_____	Original Art
_____	Reflective Print
_____	Printed Piece*
_____	Negative*

TO-DISK MEDIA	
Qty.	
_____	Zip (supplied)
_____	CD (supplied)
_____	CD (\$2 each)
_____	Jaz
_____	Other _____
May we delete files from your disk if necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Invoice Number	Job Number

Date / Time Submitted _____

Date / Time Due _____

MUST MEET FEDEX Drop Time _____

Will Pay RUSH Charges (If Other Than Normal Turnaround)

COD Bill to Account Resale Taxable

SPECIAL INSTRUCTIONS FOR HEADLINE

REFER TO ITEM NUMBER: _____

Customer is solely responsible for artwork and disks submitted to Headline. Originals submitted in poor condition or that are dupes will not produce a quality scan. Additional charges apply due to special requests of masking, color correction, etc. All images are sized and scanned full-frame unless otherwise specified. Higher resolution than 300dpi, rescreens and scans from negatives are done at an additional cost. Loose color is available at an additional cost which includes scan, color separations, and matchprint. Maximum original size up to 20x22. No Kodak Photo CDs or HFS. All CDs are written ISO9660. Note: Ask your CSR about specifications for scanning images being used in large format output. Files are held only 14 days after completion.

*Additional charge applies for rescreens (from printed pieces), scans from negatives, resolutions higher than 300dpi.

Item	Description	Quantity	Type of Original	Finished Size	Resolution	File Format	Color Mode	Operating System
1			<input type="checkbox"/> Transparency <input type="checkbox"/> Negative* <input type="checkbox"/> Print <input type="checkbox"/> Orig. Art <input type="checkbox"/> Printed Piece*		<input type="checkbox"/> 300 dpi (high res) <input type="checkbox"/> Other _____dpi	<input type="checkbox"/> Tiff <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grayscale <input type="checkbox"/> Bitmap	<input type="checkbox"/> Macintosh <input type="checkbox"/> Windows
2			<input type="checkbox"/> Transparency <input type="checkbox"/> Negative* <input type="checkbox"/> Print <input type="checkbox"/> Orig. Art <input type="checkbox"/> Printed Piece*		<input type="checkbox"/> 300 dpi (high res) <input type="checkbox"/> Other _____dpi	<input type="checkbox"/> Tiff <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grayscale <input type="checkbox"/> Bitmap	<input type="checkbox"/> Macintosh <input type="checkbox"/> Windows
3			<input type="checkbox"/> Transparency <input type="checkbox"/> Negative* <input type="checkbox"/> Print <input type="checkbox"/> Orig. Art <input type="checkbox"/> Printed Piece*		<input type="checkbox"/> 300 dpi (high res) <input type="checkbox"/> Other _____dpi	<input type="checkbox"/> Tiff <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grayscale <input type="checkbox"/> Bitmap	<input type="checkbox"/> Macintosh <input type="checkbox"/> Windows
4			<input type="checkbox"/> Transparency <input type="checkbox"/> Negative* <input type="checkbox"/> Print <input type="checkbox"/> Orig. Art <input type="checkbox"/> Printed Piece*		<input type="checkbox"/> 300 dpi (high res) <input type="checkbox"/> Other _____dpi	<input type="checkbox"/> Tiff <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grayscale <input type="checkbox"/> Bitmap	<input type="checkbox"/> Macintosh <input type="checkbox"/> Windows
5			<input type="checkbox"/> Transparency <input type="checkbox"/> Negative* <input type="checkbox"/> Print <input type="checkbox"/> Orig. Art <input type="checkbox"/> Printed Piece*		<input type="checkbox"/> 300 dpi (high res) <input type="checkbox"/> Other _____dpi	<input type="checkbox"/> Tiff <input type="checkbox"/> EPS <input type="checkbox"/> Other	<input type="checkbox"/> CMYK <input type="checkbox"/> RGB <input type="checkbox"/> Grayscale <input type="checkbox"/> Bitmap	<input type="checkbox"/> Macintosh <input type="checkbox"/> Windows

Terms & Conditions: Customer hereby authorizes Headline Graphics to proceed with described work and agrees to pay charges upon completion of work. Customer agrees to pay for work performed on any customer-cancelled orders. Customer accepts sole responsibility for accuracy of services provided by Headline Graphics. Headline Graphics' responsibility is limited exclusively and solely to correcting, in a timely manner and at no charge, any error Headline Graphics makes that is not in customer's original. NO REFUND will be issued. Headline Graphics is not responsible for loss or damage to any customer property including problems that may occur due to faulty equipment or loss of power during operation. Customer understands Headline Graphics is NOT responsible for keeping work on file for any length of time. While Headline Graphics makes every effort to deliver services in a timely manner, Headline Graphics is not liable for any loss or damage which may be experienced by the customer as a result of Headline Graphics inability, for whatever reason, to deliver services to customer by any mutually agreed upon deadline or timely manner. All work is C.O.D. unless other terms and conditions are set up in advance. Customer is liable for all costs including a 1.5% late charge per month (18% A.P.R.) on unpaid balance. Customer agrees to pay reasonable attorney's fees (even if same exceeds court's schedule of attorney fees), plus all court costs and other costs of collection on any delinquent debt. Customer agrees to pay a \$25 service charge for returned checks. Questions or discrepancies on charges must be made within 5 days of receipt of invoice.

I have read and agree to the above terms and conditions.

Signature: **X** _____

Date: _____

For Headline Use Only

Total No. of Scans: _____ Size: _____

Customer Brought In Headline Picked Up

Quality Control by _____ / _____

Initials Date