



Digital Printing Order Form

316 West 4th Street
Cincinnati, Ohio 45202
4th Floor
(513) 621-5411
(513) 621-8922 Fax
www.dbestcincy.com

Client Information (THIS COLUMN FILLED OUT BY CLIENT)

Bill to: _____
 P.O. Number: _____ Job Number: _____
 Contact Name: _____
 Address: _____
 Office Phone: _____ Home Phone: _____
 E-Mail: _____ Fax: _____

File Supplied

Format: Macintosh PC
 Type: Zip CD Other

Delivery Information

Call client to pick up
 Deliver to same
 Deliver to: _____

 Date/time needed: (circle) _____

Mon	Tues	Wed	Thurs	Fri
			Time	AM PM

Press or PDF Proof Needed Yes No
Hard Copy Enclosed w/Job Yes No

Dbest is not responsible for any errors, omissions or re-flow if the latest, corrected version of hard copy is not provided with file or if proof is not requested.

File preparation

Create 3 folders:
 1. Application files
 2. Fonts
 3. Graphics
 Use Zip or Stuffit if possible.

Electronic File Transfer:

You can upload files from our website www.dbestcincy.com or email to main@dbestcincy.com

Job Information

Job Description: _____

File Name: _____

Which Application: _____

Trim Size: _____
 4/4 4/1 4/0 Other

Quantity: _____ Bleed: Yes No

Quote Attached Quote Number

Paper Stock

70 lb. Cougar Text 80 lb. Cougar Cover
 80 lb. Coated Text 100 lb. Coated Text
 80 lb. Coated Cover 100 lb. Coated Cover
 80 lb. Coated Dull Text 100 lb. Coated Dull Text
 80 lb. Coated Dull Cover 100 lb. Coated Dull Cover
 10 point Cover Coated-1 side 12 point Cover Coated-1 side
 Other

FILE LOCATION

Special Instructions:

Finishing Folded Flat

Single Fold Double Fold
 Tri Fold Z fold Letter Fold Gate Fold
 Saddle Stitch 3 Hole Punch Page Lamination
 Spiral Binding: Black White Other
 Wire-O Binding: Black White Other

Special Instructions:

Remember to include all TIFF, EPS or other format graphic files that you used! Also include all FONTS used.



Large Format Order Form

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File Supplied

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 Type: Zip CD Other

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Mon	Tues	Wed	Thurs	Fri
			Time	AM PM

Press or PDF Proof Needed Yes No
Hard Copy Enclosed w/Job Yes No

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Job Information

Job Description: _____

File Name: _____

Which Application: _____

Trim Size: _____

Color B/W

Quantity: _____ Bleed: Yes No

Quote Attached Quote Number

Mounting

Black Foam Core White Foam Core
 Black Gator White Gator
 Black PVC White PVC
 Other

Thickness

1/8" 3/16"
 1/2" Other

FILE LOCATION

Special Instructions:

Lamination

Matte Lustre
 Gloss Trade Show
 Dry Erase Other

Special Instructions:

Remember to include all TIFF, EPS or other format graphic files that you used! Also include all FONTS used.