KELLER BROS.&MILLER
Committed to Servicing Your Print Needs Since 1916

PRINT WORKSHEET

What Your Printer Needs to Know.

Clear and concise communication is so effective; it saves us all time, and paves the way to a successful project. We believe the more we understand about your design, print, or mail project – whether small or large - the better partner we are for you. When you're looking for a quote or placing an order, let us know:

Project Name _____ **Quantities** _____

Description _____

What type of file will you supply? ☐ PDF ☐ InDesign ☐ Quark ☐ Illustrator

☐ Brochure ☐ Booklet **no. of pages** (1 sheet = 2 pages) _____

What is the flat size of the piece? _____

What is the finished size of the piece? _____

Does the job print on ☐ 1 side ☐ 2 sides

Does the printing bleed off the edges of the paper? ☐ Yes ☐ No

Type of paper? **Color** _____ **Finish** _____ **Weight** _____

☐ Process colors ☐ PMS - number of colors _____

Coating (optional) ☐ Varnish ☐ Aqueous

TECH NOTE:

If pdf what is the native file format?

Remember to save as high resolution with crop marks and bleeds.

If pms color don't save as CMYK.

Special requirements?

☐ Folding	☐ Die cutting	☐ Foil Stamping	☐ Saddle Stich (binding)
☐ Scoring	☐ Gluing	☐ Numbering	☐ Perfect Bind (binding)
☐ Perfing	☐ Embossing	☐ Laminating	☐ Plastic Coil (binding)

Delivery / Shipping / Packaging information

☐ **Mailing (Lettershop) Services?**

Desired date of completion _____

Any special instructions? _____

Need help answering these questions? **Just call for assistance.**