

# Work Order

*MFI is not responsible for any design, typesetting or output errors due to verbal instructions, please complete this work order accurately.*

**Tel: (480) 649-7842**  
**Fax: (480) 649-7921**  
 E-Mail: art@mfi-prepress.com

Company Name: \_\_\_\_\_ Date \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Date Requested \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Time Requested \_\_\_\_\_  
 Job Name: \_\_\_\_\_ P.O. \_\_\_\_\_

**TYPESETTING:**       New Client       New for Existing       Changes to Existing

Send Typesetting Proof as:  Fax     Laser     Digital Proof (pre-output)     E-Mail PDF     No Proof \_\_\_\_\_ (initial)

**FILE OUTPUT:** (unless otherwise specified below, film will be output NEG, RRED, 133Lpi, 2400Dpi)

**File Name(s):** \_\_\_\_\_

**Instructions:** \_\_\_\_\_

B&W (or print as composite)     Spot Colors: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_     Process

*Finished Film size:*    9.5x12    9.5x15    12x18    18x23    23x26    25x30    Any size up to 24.25 x 29.69 Max imageable area  
**Film:**     8.5x11     8.5x14     11x17     17x22     22x25     24x29     Other \_\_\_\_\_

NEG     POS     RRED     RREU    **Dpi:**  2400dpi (Standard)     3600dpi (extra charge may apply)

**Lpi:**  85     120     133     150     175     200     300     Other \_\_\_\_\_ (any Lpi from 45-425)

**Digital Delivery:** (send electronic files only, no film)     Native Format     PDF     Other \_\_\_\_\_

**Color Proofs:**     Digital Print - Post RIP \_\_\_\_\_pre-output \_\_\_\_\_with output

**For File Output - Provide hardcopy & file name(s) to be output.**

**All fonts should be converted to outlines & linked images should be embedded.**

**PDF's should be generated using Press Quality settings.**

MFI is not responsible for any errors due to known program "bugs", low resolution images, graphics or composition, PDFs generated from MS Office software or any non-professional level graphics programs, Incorrect color tags, RGB images, RGB colorspace conversion, improper use of transparency, trap settings, font substitutions, or any other design flaws that may be present in supplied files that we are contracted to output, manipulate or import for use into a final output or design.

By placing an order with Media Fusion, the user acknowledges they are aware of the terms of end use of any and all Media Fusion, Inc. (MFI) supplied materials and that MFI will not be held liable for any monetary damages that may be incurred due to the end use of MFI supplied electronic files, film or printed content.

**Proof Your Final Output for Accuracy, Film or Electronic, before printing!**

*Accuracy, approval to print, or end use of any & all final press ready materials from MFI, is the end users responsibility.*

**MFI USE ONLY**

Film \_\_\_\_\_ @ \_\_\_\_\_

Film \_\_\_\_\_ @ \_\_\_\_\_

Film \_\_\_\_\_ @ \_\_\_\_\_

Film \_\_\_\_\_ @ \_\_\_\_\_

Proof \_\_\_\_\_ @ \_\_\_\_\_

Scan \_\_\_\_\_ @ \_\_\_\_\_

<b>MFI USE ONLY</b>	_____ / _____	Date: _____
	_____ / _____	Date: _____
	_____ / _____	Date: _____
	_____ / _____	Date: _____

No.

File Downloaded - Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Name - \_\_\_\_\_