

REPRO CONTROL SHEET

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CUSTOMER INFORMATION

Customer ▶ Contact ▶

Tel/Fax ▶ Sales Rep ▶

Date In ▶ Time In ▶ Our Job No. ▶

Date Out ▶ Time Req ▶ Cust Order No. ▶

Disc supplied (type) ▶ Quote ▶ Yes No

Job Description ▶

Special Instructions ▶

Signed: _____

NOTES

DELIVERY INSTRUCTIONS

IMAGING

File Name ▼	Page Size ▼	No. of Pages ▼	Screen Ruling ▼	C M Y K ▼				Spot Colours ▼	NEGS ▼		POSIES ▼	
				Litho	S/S	Litho	S/S		Litho	S/S		

PROOFING

File Name ▼	Page Size ▼	No. of Pages ▼	GMG Ctone		Epson Screen		Lazer B/W Col.	
					Screen Ruling			

MAKEUP

DD/MN ▶	TIME

SCANNING

Information ▼	Write to CD: <input type="radio"/> Yes <input type="radio"/> No		Supplied <input type="radio"/> Yes <input type="radio"/> No		Resolution
	Size	F/C	B/W	Other	
No. of Scans					

Scan Location ▶