

# PRINTING & DESIGN REQUEST FORM



**COLOURS  
IMAGING**  
*from pixels to prints*

3431 Carlin Springs Road, Suite 200E  
Falls Church, VA 22041  
P. 703.379.1121  
F. 703.998.7187  
[www.coloursimaging.com](http://www.coloursimaging.com)

<b>DATE IN</b>
<b>DATE REQUESTED</b>
<b>IF LESS THAN 24 HOURS NOTICE A RUSH MAY APPLY</b>
<input type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISION</b> Previous Invoice# : _____ Date : _____
<b>BLEED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>PROOFS WILL BE:</b> <input type="checkbox"/> PICKED UP <input type="checkbox"/> DELIVERED <input type="checkbox"/> FAXED <input type="checkbox"/> E-MAILED
<b>FINALS WILL BE:</b> <input type="checkbox"/> PICKED UP <input type="checkbox"/> DELIVERED
<b>ARCHIVE:</b> <input type="checkbox"/> Server Archive <input type="checkbox"/> Return CD With Job <input type="checkbox"/> File CD at Colours <input type="checkbox"/> Make Two CDs file one at colours return other with job

<b>CUSTOMER</b> (Contact Name, Address, E-mail, Phone And Fax)		
<b>Original Supplied / Disk Supplied</b>	<b>PO#</b>	
<b>TYPE OF WORK</b> <input type="checkbox"/> Art Only <input type="checkbox"/> Trade Show Graphic <input type="checkbox"/> Flyer Sheet <input type="checkbox"/> Letterhead <input type="checkbox"/> Posters <input type="checkbox"/> Digichrome/Digicopy ( professional commercial) <input type="checkbox"/> Other		
<b>OUTPUT</b> <input type="checkbox"/> Black & White <input type="checkbox"/> Color <input type="checkbox"/> Mimaki <input type="checkbox"/> Epson <input type="checkbox"/> Lightjet <input type="checkbox"/> Slide <input type="checkbox"/> PDF <input type="checkbox"/> Disk ( Mac / PC ) <input type="checkbox"/> Other		
<b>PAPER</b> (name / surface / weight) <input type="checkbox"/> Glossy <input type="checkbox"/> Matte <input type="checkbox"/> Metallic	<b>Border</b> <input type="checkbox"/> 1/4" Around <input type="checkbox"/> 1/4" & Fall <input type="checkbox"/> Borderless <input type="checkbox"/> Other	
<b>SIZE FLAT</b> (width x height)	<b>SIZE FOLDED</b> (width x height)	<b>MOUNT TYPE</b> (name / color / thickness)
<b>FINISHING</b> <input type="checkbox"/> Frame (moulding # _____) <input type="checkbox"/> Edge (color _____) <input type="checkbox"/> Laminate ( surface _____) <input type="checkbox"/> Flush Mount <input type="checkbox"/> Float Mount ( _____ inch border) <input type="checkbox"/> Velcro ( male / female)		

**SPECIAL INSTRUCTIONS:**

## JOB DETAILS

Description	Amount/Hours	Rate	Total

## Imaging Agreement

This agreement applies to all materials, including film, storage media and artwork, submitted by ("the Client") to Colours, Inc., including officers, employees and representatives, and affiliates of Colours, Inc..

By submitting materials to Colours, Inc., the Client is granting a license to Colours, Inc. to use such materials in order to perform the activity requested by the Client and thus waives any claims against Colours, Inc. for infringement of the Client's copyright, trademark or intellectual property interests in materials submitted in the performance of the requested activity. The Client also represents and warrants that submitted materials do not violate or infringe upon the copyright, trademark or intellectual property rights of any third parties. If a third party claim is brought against Colours, Inc. as a result of any interests in the material submitted by the Client, the Client agrees to hold harmless and indemnify Colours, Inc. against all such claims.

Colours, Inc. makes all reasonable efforts to ensure that all materials are handled with care but acknowledges that such materials may become damaged in the course of handling and processing. By submitting materials to Colours, Inc., the Client assumes this acknowledged risk and agrees that the liability of Colours, Inc. to these submitted materials is limited to the replacement of the raw materials (or their value) used to create the original material.