

PRINTING & DESIGN REQUEST FORM



**COLOURS
IMAGING**

from pixels to prints

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DATE IN

DATE REQUESTED

**IF LESS THAN 24 HOURS NOTICE
A RUSH MAY APPLY**

CUSTOMER (Contact Name, Address, E-mail, Phone And Fax)

NEW **REVISION**

Previous Invoice# :

Date :

BLEED **YES** **NO**

Original Supplied / Disk Supplied

PO#

PROOFS WILL BE:

TYPE OF WORK ● Art Only ● Trade Show Graphic ● Flyer Sheet ● Letterhead ● Posters

● Digichrome/Digicopy (professional commercial) ● Other

● PICKED UP ● DELIVERED

● FAXED ● E-MAILED

OUTPUT ● Black & White ● Color ● Mimaki ● Epson ● Lightjet ● Slide ● PDF ● Disk (Mac / PC)

● Other

FINALS WILL BE:

● PICKED UP ● DELIVERED

PAPER (name / surface / weight) ●Glossy ● Matte ● Metallic

Border ●1/4" Around ● 1/4" & Fall

●Borderless ● Other

ARCHIVE:

● Server Archive

● Return CD With Job

● File CD at Colours

● Make Two CDs file one at colours return other with job

SIZE FLAT (width x height)

SIZE FOLDED (width x height)

MOUNT TYPE (name / color / thickness)

FINISHING ● Frame (moulding # _____) ● Edge (color _____) ● Laminate (surface _____) ● Flush Mount

● Float Mount (_____ inch border) ● 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.