

Greater Dallas Press
601 Shepherd
Garland, TX 75042

START COUNT:

END COUNT:

Email: prepress@greaterdallaspress.com
Phone: 972 926-6062 ext. 103
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START TIME:

END TIME:

CUSTOMER PRODUCTION SHEET

Fax to 214-291-0883

Company Name: _____ PO Number: _____
(if no PO required leave blank)

Publication Name: _____

File Format & Layout Prog: _____ Media: FTP _____ CD _____ Email _____

Total Number of Pages: _____ Stitch and Trim: _____
Tabloid: _____ Finished Size: _____"W x _____"H
Standard: _____ Strap & Bundle Count: _____
Book: _____

Section Detail:
Sec# _____ # Pages _____ Cover Stock _____ Inside Stock _____
Sec# _____ # Pages _____ Cover Stock _____ Inside Stock _____
Sec# _____ # Pages _____ Cover Stock _____ Inside Stock _____
Sec# _____ # Pages _____ Cover Stock _____ Inside Stock _____
Sec# _____ # Pages _____ Cover Stock _____ Inside Stock _____

Color Specifications:
4 color (Page Numbers): _____
1st Spot Color: _____ Page Numbers: _____
2nd Spot Color: _____ Page Numbers: _____
3rd Spot Color: _____ Page Numbers: _____

Total Run Amount: _____ ¼ Fold _____ Plate Change _____
½ Fold _____ List _____

Inserts:
Quantity: _____ Size: _____ #Plies: _____

Insert Detail: _____

Mail Specifications:
Bulk Mail: _____
Bulk Mail Detail: _____

Class Mail: _____ Database Provided: _____ Database Media: _____
Class Mail Detail: _____

Miscellaneous: _____

Customer Pick-up: _____ Deliver To: _____
Contact: _____
Phone: _____

Night Contact: _____
Night Phone: _____ Attn: _____

Customer Signature: _____ Date: ____/____/____

CUSTOMER PICKUP RECORD

Count per bundle: _____ # Bundles: _____ Total Quantity: _____

Received: _____ Date: ____/____/____ Time: _____