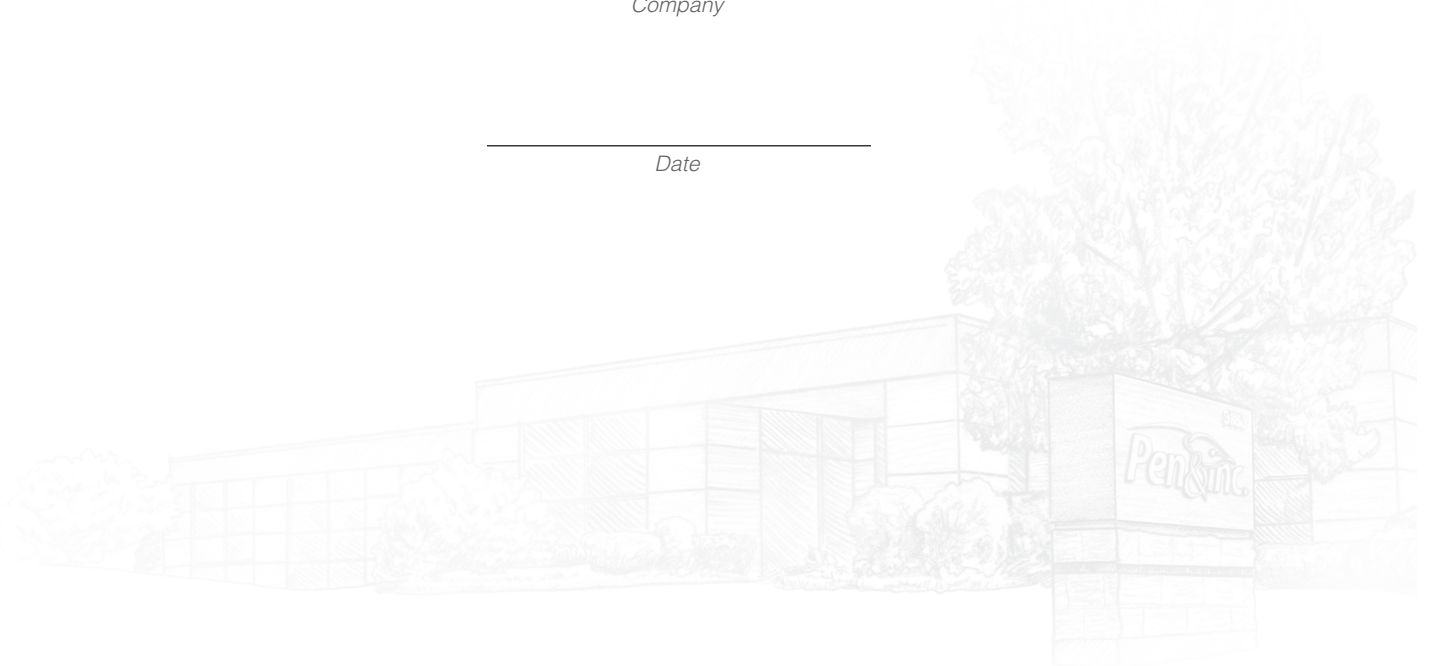




Prepress Specification Questionnaire

Company

Date





QUESTIONNAIRE INFORMATION

This Prepress Specification Questionnaire is a valuable tool to communicate and document requirements for your projects. The information from this questionnaire will be used to create a custom manual for your company that will be used in all phases of producing your products.

This form can be filled out electronically and e-mailed back to your contact here at Pen & Inc. If any entry/section does not apply to your company it can be left blank. For more space on any section you can use the last page.

Any questions? Please feel free to contact your Sales Representative or call 1-414-421-8262 and ask for Customer Service.

We look forward to working with you!



CONTACT INFORMATION

Name _____ Email _____
 Office Phone _____ Ext. _____ Cell Phone _____ Fax _____
 Shipping Address _____

Name _____ Email _____
 Office Phone _____ Ext. _____ Cell Phone _____ Fax _____
 Shipping Address _____

Name _____ Email _____
 Office Phone _____ Ext. _____ Cell Phone _____ Fax _____
 Shipping Address _____



BARCODE REQUIREMENTS

Standard **Bar Width Reduction** - UPC Codes _____ 2D Codes _____

Minimum Size in Machine Direction _____ **Minimum Size** out of Machine Direction _____

Rules or restrictions for rotating a barcode into **Machine Direction** _____

Special requirements for the **Quiet Zone** other than standard specifications _____

Additional



COPY/TYPE REQUIREMENTS

Minimum Copy Size - Positive Copy sans serif _____ serif _____ **Reverse Copy** sans serif _____ serif _____

Other than Government Specifications, are there special requirements for **Net Weight, Ingredient or Distribution** Copy? _____

Other than Government Specifications, are there special requirements for **Nutrition Facts** copy? _____

Additional



GRAPHIC REQUIREMENTS

Minimum Rule Size - Positive _____ **Reverse** _____

Trapping standard or special instructions _____

Bleeds _____

Standard **Bleed** on Label Items _____

Holdbacks _____

White Cutback _____ **Second White** Cutback _____

Special Instructions for White

Varnish Plates (Contour vs. Block) (Amount of Spread) _____

Metallic Inks (Print Sequence) _____

Minimum & Maximum Dots (Screened/Process Areas) _____

Combo Line & Screen Plates (Cell Patterning) _____

Standard **Templates** _____

Stagger (Type / Amount) _____

Standard **Seal** or **Clear Areas** _____

Standards for **Plate Breaks** _____

Standards for **Seam Covers** _____

Additional



REGISTRATION / PRESS MARK REQUIREMENTS

Eyelines / Bounce Bars _____

Microdots _____

Eyepots _____

Special Marks for Proofs / Plates (i.e.: Targets, Crosshairs, Density Boxes, AVT Marks, CC1 Marks, etc.)

Logo / Bug for Proofs & Plates _____ Location _____

Additional



DIGITAL FILE REQUIREMENTS

Plate File Type _____ Resolution _____

Current **Bump Curve** for Imager _____

Custom **Distortions** Used _____

Experience with **Highlight Screening** Technology? _____

Standard **Line Screen - Flat Screens** _____ **Combo Plates** _____ **Process** _____

Custom **Screen Angles** _____

Current **Press Gain Curve** Available Yes No _____

Cell Patterning Usage _____

File Transfer (FTP, etc.) _____

Additional



PROOFING REQUIREMENTS

Proofs Available: **Non Color Correct** (PDF, HCP, Digital Color Key) **Color Correct** (Contract Inkjet, Kodak Approval)

Required Information / Custom Approval Boxes to appear on proofs _____

Dimensions Required? Yes No _____

Can Dimensions be **abbreviated** to eliminate dead area? Yes No _____

Current **Proof Profile** Available? Yes No _____

Additional



PLATE REQUIREMENTS

Preferred **Plate Type** _____

Plate Thickness .045 .067 .107 .112 Other _____

Dot Shape Preference (Round Top vs. Flat Top) _____

Marks / Plate ID Needed _____

Additional



SHIPPING REQUIREMENTS



ADDITIONAL

Thank You!
For Your Time and Information!