SWIFTY PRINTING
& DIGITAL IMAGING, INC.

2001 3rd Avenue Seattle, WA 98121
T: 206.441.0800 F: 206.448.6412
swifty@swiftydi.com www.swiftydi.com

Work Order

Description		Date Due	
Purchase Order		Time Due	
Company		Date In	
Address		Time In	
City		Phone Number	
State/Province	Zip/Postal Code	Fax Number	
Email		Contact Name	

Copies

of Originals [ ]   # of Copies [ ]   ☐ With Bleed   ☐ Color   ☐ Black & White

Originals Are: ☐ SIngle SIded   ☐ Double Sided   Paper Weight: ☐ Text   ☐ Cardstock

Copies Will Be: ☐ SIngle SIded   ☐ Double Sided   ☐ As Is   Paper Color [ ]

Paper Size [ ]   Paper Type [ ]

Large Format Copies

of Copies [ ]   ☐ With Bleed   ☐ Color   ☐ Black & White

Original Size [ ]   Output Size [ ]   Reduce/Enlarge % [ ]   Paper Color [ ]

Digital Output

File Name [ ]   ☐ Color   ☐ Black & White

Application Used [ ]   # of Copies [ ]   ☐ Mac   ☐ Windows

Copies Will Be: ☐ SIngle SIded   ☐ Double Sided   ☐ As Is   Data Storage Device Included [ ]

Output Size [ ]   ☐ With Bleed   Paper Weight: ☐ Text   ☐ Cardstock   ☐ Fonts Included

Paper Color [ ]   Paper Type [ ]   ☐ Linked Graphics Included

Large Format Output

File Name [ ]   ☐ Color   ☐ Black & White

Output Size [ ]   ☐ With Bleed   # of Copies [ ]   ☐ Mac   ☐ Windows

Paper Type [ ]   ☐ Fonts Included   ☐ Graphics Included   Data Storage Device Included [ ]

Application Used [ ]

Bindery

Padding [_____] Type [_____] Mounting [_____]

# of Pads [_____] Bind [_____] Thickness [_____]

☐ Collate ☐ Round Corners

☐ Diecut (Provide Sample) Sheets per Pad [_____] Covers [_____] Color [_____]

☐ Folding (Provide Sample) Front Cover [_____] ☐ Flushmount to Edge

☐ Cut ☐ Slip Sheet Back Cover [_____] ☐ Diecut Border

Finished Size [_____] ☐ Tabs (Masters Inluded) ☐ Double Stitch

# of Pieces [_____] ☐ Tabs (Set Up Required) ☐ Install Grommets

☐ Install Velcro

Drilling (Include Sample) [_____] ☐ Create Wind Holes

☐ DIsplay Stand Needed ☐ Install Magnets

☐ Laminating Thickness [_____]

Display Stand Type [_____] ☐ Create A-Board

Shipping

☐ Bundle in [____]

☐ Box for Shipping Packaging Type [_____] Shipping Due Date [_____]

Company [_____] Contact [_____]

Address [_____] Fed Ex Acct. # [_____]

City [_____] UPS Acct. # [_____]

Attention [_____] # of Pieces [_____]

State/Province [____] Zip/Postal Code [_____] Phone [_____]

Scanning

of Originals [_____] DPI [_____] Save As [_____] ☐ Clean Up

Enlarge/Reduce % [____] Save File: [_____] Email FIle to:: [_____]

CD/DVD Duplication

☐ Transfer Files from VHS to CD ☐ Transfer Files from CD to DVD

☐ Burn CD ☐ Burn DVD Print Image Directly To: [_____] Create Covers: [_____] ☐ Case Needed

Mailing

☐ List Provided by Excel or Text File File Name(s) [_____] ☐ Purchase List

ZIP Codes [_____] Area [_____] Total [_____] Other Criteria [_____]

☐ CASS Certification - Verifies address is deliverable by the U.S. Postal Service Permit # [_____]

☐ Provide List of Non-CASS Certified Addresses - Please allow us enough time to provide you this list and for you to update and correct these addresses. Type of Mailing [_____]

☐ Mail CASS Certified Only ☐ Mail CASS Certified & Non-CASS Certified

☐ Purge Duplicates ☐ Provide List of Duplicates Deliver Mail By: [_____]