

FILLABLE FORM

SUBMISSION FORM FOR ELECTRONIC FILE OUTPUT

Please fill out completely and submit by e-mail, please include a visual reference PDF file of the final artwork

Company Name: _____

Submitted by: _____

Date: _____

Artwork submitted via: Email CD/DVD Others
 Cowan's FTP Site Customer's FTP Site

Specify location: _____

FILE NAME:	QUANTITY:	SIZE: width x height	COLOUR: provide PMS if possible
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

FILE INFORMATION:

- ALL TEXT CONVERTED TO OUTLINES**
Please note: this is recommended for each order. If text is not converted, all fonts must be supplied
- ALL IMAGES PROVIDED - linked images must be supplied or embedded in files**
- Bleed included / Provide Details: _____
- Image Resolution / Provide Details: _____
- Vector Art / Provide original drawing program name: _____
- Colour Match Critical / Provide Colour Sample or PMS Colour: _____
- Scale in proportion to final output / Provide Details: _____

PRODUCTION INFORMATION:

- Digital Print Screen Print Computer Cut Graphics
- Material / Provide details: _____
- Requested due date: _____

This form must be filled out completely. Should your file not meet our outlined specifications and require future changes your requested due date is subject to change. Additional charges may apply.

OTHER INSTRUCTIONS:

Manufacturer of Quality Screen & Digitally Printed Graphics