

DIGIPHOTO GRAPHIX - GRAPHIC ARTS DEPARTMENT SPEC SHEET

☐ PCFH



JOB # _____

Due Date: _____

DECEASED _____

DOB _____

DOD _____

Artist _____

Phone # _____

Date _____

Time _____

Facilitator _____

Phone # _____

Funeral Director _____

DESCRIPTION

QTY

SIZE

SPECS

PRODUCTION

COMMENTS

Programs

Prayer Cards

Bookmarks

1/2 Panel

Full Panel

Side Panel

Custom Prints

Presentation

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

☐ 0K

CHURCH INFORMATION:

INFORMATION LOCATED AT:

☐ E-MAIL

☐ MECHANICAL PAPER

☐ CD/ FLOPPY

☐ Disk ☐ FTP ☐ PDF

PRINTS/OUTPUT

☐ B/W

☐ Color

☐ DUETONE

☐ Other: _____

Qty: _____

Qty: _____

Qty: _____

FULL BLEEDS

☐ YES

☐ NO

SCANS

☐ See instructions

ELECTRONIC OUTPUT

☐ PDF PROGRAM FOR WEBSITE

☐ PDF for laser print (HiRes)

☐ PDF as reader (screen quality)

☐ PDF for annotations
(2" border)

☐ with crops ☐ without crops

COMMENTS & INSTRUCTIONS (FOR TRAFFIC USE ONLY)