

CUSTOMER UPLOAD REQUEST FORM



Today's Date:	Time:
Due Date:	Time:

Requests will be completed within 24 hours or as workload permits.

SPECIAL INSTRUCTIONS:

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JOB INFORMATION:

Requested By:	Pick Up Job #:
Customer Name:	Charge to Job #:

TRANSFER METHOD:

<input type="checkbox"/> Email	To:	CC:
	Subject:	

<input type="checkbox"/> FTP	FTP Address:	
	User Name:	Password:

<input type="checkbox"/> CD	CD Label :
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NOTE: If the customer requests files be saved to a CD, a track-it must be submitted to the IT Department. Premedia no longer has the capabilities to perform this function.

<input type="checkbox"/> Media Platter	Additional Info:
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<input type="checkbox"/> Other	Additional Info:
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PLATFORM:

- ☐ Mac Format
☐ PC Format

RESOLUTION:

- ☐ 72 dpi - Web Ready ☐ 300 dpi - Print Ready ☐ Other

COLOR OPTIONS:

- ☐ CMYK ☐ Grayscale ☐ RGB ☐ Bitmap

FILE FORMAT (OPTIONAL):

- ☐ .tif ☐ .eps ☐ .bmp ☐ .jpg
☐ .gif ☐ .pdf ☐ .psd ☐ Layered (if available)

UPLOAD VERIFICATION:

Operator Name:	Date:
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CRITICAL: Upon completion of uploading; close file and re-open to verify content and compatibility of Macintosh or PC.