



New Order Form

Customer Name: _____

Color Targets: ☐ Yes ☐ No

Acceptable Color Targets Include: Epson/Kodak proofs, previously printed items on a similar material.

Color Targets that Cannot be Accepted: Paper proofs, non-glossy boxes, targets that have too small of a print area.

Any print area that is under 0.25" in diameter is considered too small.

Please note that these are general outlines and it is at the Prepress Coordinator's discretion if a color target is usable.

Press Proofs: ☐ Yes ☐ No

Press proofs are \$150 for 5 SKUs. Press proofs are printed on the same substrate/asset as production run. These are not laminated but ePac provides the sealant web to lay the press proofs over.

Lead time to ship press proofs are 5 business days from PDF approval. ePac requires written approval on the press proof(s) prior to proceeding with the production order.

Dieline needed: ☐ Yes ☐ No

ePac prefers to accept artwork on ePac die line. Die lines are provided at no additional charge.

Conference Call Needed: ☐ Yes ☐ No

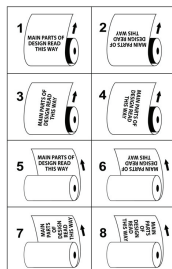
Please refer to the Prepress Checklist for the following items:

File Submission Requirements met: ☐ Yes ☐ No

File Prep Requirements met: ☐ Yes ☐ No

Have final print files/PO been submitted to the Sales Support Specialist: ☐ Yes ☐ No

Unwind: ☐ 1 ☐ 2
☐ 3 ☐ 4
☐ 5 ☐ 6
☐ 7 ☐ 8



Max OD: _____

ePac's default is 15" if not otherwise specified

ePac's standard is TWO splices per roll on all roll stock items

Please provide name, email and phone number for the following contacts:

For Accounting Purposes, please provide the following information:

Name, Address, Phone Number and Email of Billing Contact:

For Shipping Purposes, please provide the following information:

Name, Shipping Address, Phone Number and Email of Shipping Contact:

This form must be completed or communicated to Sales/Sales Support Specialist prior to job moving forward.

All files will be reviewed by a Prepress Coordinator before submitting to press. Changes/adjustments may be made to ensure print-ability and color accuracy. Files that are submitted that are not print ready are liable for prepress charges.

Any changes/adjustments made by ePac are charged at a rate of \$150 per hour.

Any art charge reduction or waive must be approved by the Director of Operations.

07.25.19 NC



Prepress Checklist

Name: _____

Contact: _____

Phone: _____

Email: _____

File Submission Requirements:

1. High resolution PDF (images and fonts not embedded)
 - Files must be layered
 - Each SKU must be provided separately

2. ALL native files
3. Die line (if available)
4. Bar codes

5. Printed Color Targets

6. Other instructions

Packaged files are preferred

7. ePac cannot be held accountable for customer set overprints or artwork left on non-printing layers.

File Submission:

1. Attach PDF/native files/PO and email to your respective Sales Support Specialist.
2. Files can also be sent via wetransfer, uploaded to a dropbox or sent through Google Drive.
3. Non-laminated Press Proofs are available upon request and are \$150 for 5 SKUs.

Standard leads times for roll stock items are to ship 10 business days and finished pouches are to ship 15 business days after art approval and a P.O. has been received. These are subject to change based on availability

File Prep Requirements:

1. All artwork should be in CMYK (no RGB)
Files that are provided in RGB will not be accepted.

2. Artwork should include bleed (0.125")

3. Clear areas need to be clearly defined and include a white separation

4. Text must be outlined or fonts included with the file submission

5. ePac will add standard eye marks if they are not included

6. All files must be layered with artwork on correct layers.

7. If bar codes are NOT included, the info for the bar code MUST be provided (type of bar code, information embedded in the bar code)

8. All Pantone colors should be kept as spot colors**

9. Any file that has a custom spot color specified **MUST** be accompanied with a printed sample or color target. If it is not, it will be converted to CMYK and will print as is.

****It is ePac's discretion to change or alter colors based on the probability of achieving them on press. Customers will be notified of this and may accrue charges based on proofing/color matching times.****

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Any changes/adjustments made by ePac are charged at a rate of \$150 per hour.

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Art Charges

Artwork Charges include but are not limited to:

- Updating artwork to fit in to a different die line size
 - Changes/adjustments to the artwork that take prepress longer than 30 minutes
 - Customer provided updated files more than three times (rev 3)
 - VDP database creation
 - White separation that takes longer than 30 minutes to create
 - Placing artwork in to ePac's die line that takes prepress longer than 30 minutes to complete
 - Image enhancing/color correction
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- ePac charges \$150 per hour for artwork changes
 - Press proofs: ePac charges \$150 for the first set of 5 SKUs. It is an additional \$150 for the next 5-10 SKUs. Ex: Customer orders 8 SKUs, they would be billed \$300. If customer orders 15 SKUs, they would be billed \$450
 - In person press approvals are billable at \$1000 per hour

Please note there are situations where customer may receive artwork charges that are not listed above. Prepress/Sales Support will communicate any of these situations prior to ePac completing the changes