PANAPRINT
IMAGINE IT. WE PRINT IT.

Qtrfld ☐ _____ *(size)*

Digest ☐ _____ *(size)*

Other ☐ _____ *(size)*

PUBLICATION CHECK IN SHEET

Customer: _____ Phone: _____ Fax: _____

1. Title of Magazine: _____ Volume: _____ Issue: _____

2. Total Page Count: _____

Cover Sig Page Count: _____ *Stock:* _____ *Ink:* _____

Text Sig Page Count: _____ *Stock:* _____ *Ink:* _____

3. Quantity to be Printed: _____ Quantity to be held in storage: _____

4. Tearsheets: Quantity to Print _____ Total Tearsheets: _____ Page # for Tearsheets _____

5. Pullouts: _____

A. Quantity to print: _____ Total pages of pullouts: _____ Page # for pullouts: _____

B. Quantity to print: _____ Total pages of pullouts: _____ Page # for pullouts: _____

6. Overruns: _____

A. Quantity to overrun: _____ Total pages of overrun: _____ Page # for overrun: _____

B. Quantity to overrun: _____ Total pages of overrun: _____ Page # for overrun: _____

7. Quantity to Mail: _____ Mail via (check one): Inkjet Address ☐ or Label Address ☐

Mail on permit #: _____ Mail Class: _____

8. Shipping Date: _____ Ship Via: _____

3rd Party Bill Account #: _____ *(If ships on an account other than Panaprint's)*

Ship to Address: _____

_____

_____

Special Shipping Instructions: _____

_____

_____

9. Special Instructions: _____

_____

_____

Panaprint will receive digital files via: _____ Date: _____

10. Files will be provided via (Check one): Disk/CD ☐ or FTP Site ☐ or Emailed to _____ ☐

Approved by: _____ **Date:** _____