



PANAPRINT, INC.

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800-622-0676 • 888-788-4276 (FAX)

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: _____