

Scan Order Form

Please fill out this form as completely as possible and send with your files for processing to the address at right.



E Six Lab
of Atlanta Inc.

678 10th Street NW
Atlanta, GA 30318
404-885-1293
877-885-ESIX
www.e-sixlab.com
info@e-sixlab.com

LET US KNOW: Please e-mail us at info@e-sixlab.com and let us know you have sent an order. When we receive your job you will be notified of its arrival and schedule for completion.

Contact/Shipping Info

- New Customer? How did you hear of E-Six? _____
 Existing Customer

Company _____
 Contact _____
 Address _____
 Suite/Room _____
 City _____ State _____ Zip _____
 Phone _____ Ext. _____
 Fax _____ Night/Cell _____
 Email _____

INTERNAL USE ONLY

IN: _____
 PROCESS OUT: _____
 PRINTS OUT: _____

Payment Info

- E-Six Account
 AMEX Visa MasterCard Discover
 Card # _____
 Name _____ Exp. date _____

Optional Info

P.O. Number _____ Job Ref. _____

Special Instructions

Shipping

- Fed Ex: Overnight (AM) Overnight (PM) 2-Day
 UPS: Overnight (AM) Overnight (PM) 2-Day Ground
 Customer Pickup US Mail (not recommended)
 Other / Special: See attached See special instruction section

Scan Info

- Normal Turnaround = 48 hours in lab 24 hrs = 100% rush chg. Same Day = 200% rush chg.

FRONTIER SCANS:

# ORIG	FILM FORMAT	FILE FORMAT	MB

FLATBED SCANS:

# ORIG	OUTPUT SIZE	FILE FORMAT	MB

Output Size = Size to Print
 Colorspace = RGB
 File Format = JPEG (default), TIFF
 Flatbed MB = up to 30MB, 31-75MB, 75-125MB

Rush Jobs Require Confirmation . . . Call Us!

If you have work that requires same day turnaround please call prior to arrival so we are aware of your incoming order. Upon arrival you will be notified via e-mail with the specifics of your processing order.

Please provide all requested information. Incorrect or incomplete info will delay the processing of your order.

SIGNATURE REQUIRED TO PRODUCE JOB - Sign Below

By submitting your order, you agree to be legally bound by all of E-Six terms and conditions (as stated in our General Guidelines).

I authorize the work specified on this order and guarantee payment upon job completion or within the terms of your payment policies.

Signature _____ Date _____