



Application Information Worksheet

This form is required for all new applications.

General

Reference No. _____ Date: _____

CSR _____ Phone _____

Distributor _____ Customer _____

Proposal Date _____ Proof Due Date _____ Live Run Date _____

Application Type: Briefly describe the type of application that this client has proposed and how it is being handled now.
(e.g.- medical statement printed in house, retail invoice with return printed by XYZ company)

Contacts

Distributor _____ Phone _____

Customer _____ Phone _____

Technical _____ Phone _____

Job Specifications

Paper Size _____ Stock: BLANK PREPRINTED PERFORATED Customer Supplied? Y N

Impressions: SIMPLEX DUPLEX Multi-up: _____

Multi-sheet document: _____ Maximum Impressions/document: 2-12 OVER 12

Envelope Size _____ Envelope Type: WINDOW DOUBLE-WINDOW INKJET

SPECIAL: Color: H/L Full MICR Other: _____

Process Cycle: DAILY WEEKLY MONTHLY OTHER: _____

(OVER)



Application Information Worksheet Continued

Electronic Resources - file types and names

(e.g. : form overlay – EFORM.PS logo – COMPANY.TIF messages – MSG.TXT control – CNTL.INS)

Data (please be as specific as possible)

NOTE – data must be available with sufficient lead time for analysis prior to the Proposal Date in the GENERAL section.

Application Platform (i.e. - win pc, mainframe, unix) _____

Application Name (i.e. - EXCEL, Cobol AP system, FISERV check images) _____

Number of Files _____ Sent via _____ On _____

Compression: NONE ZIP TAR Other: _____

File Types/Names:

File Formats can be: DELIMITED TEXT, FIXED WIDTH TEXT, PRINT IMAGE TEXT (Spacing control characters), POSTSCRIPT, PCL, PDF, OTHER (e.g. – all images or database)

Insertion/Postal

Class of Mail: FIRST STANDARD PERIODICAL Piece Type: LETTER FLAT CARD

Piece Weight _____ OZ Piece Thickness _____ INCHES Mailing Zip Code _____

Postage Type: METERED PERMIT NON-PROFIT Permit # _____

Permit Holder _____ Permit Address _____ Mailing Agent _____

Number of Inserts _____ Insert Criteria (e.g. – selective by zip) _____

Return Envelope Size: _____

(OVER)