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COMPOSITE WORK ORDER

0906 PRESS HARD, YOU ARE MAKING 3 COPIES!

R: _____

STUDIO: _____ DATE SHOT: _____

SCHOOL: _____ JOB #: _____ ENROLLMENT: _____

RUSH: Level 1 Level 2

School is Complete

Wait for Retakes or Absentees

Use Master Layout

CD/DVD _____ **FTP** _____ **FILM:** # Rolls _____ # Cut Negs _____

Size Needed: 8x10 11x14 16x20 20x24 Other

NAMING STYLE: Students: (Circle one) Jon Doe J. Doe Doe, J
 Staff: (Circle one) Mrs. Mary Doe Mrs. M. Doe M. Doe
 All Staff have Titles Only Principal & VP have Titles

STAFF POSITION ON COMPOSITE: Staff Only on Top Line Students Can Appear on Top Line
 Staff Centred on Top Row Staff Appear in Title Block
 Staff Centred in Row Below Title Block No Staff on Comp
 Staff in Alpha Order with VP's Centred in Middle
 Staff in other order, Please Specify: _____

Principal Name _____ Vice Principal Name _____

FRAME AROUND PICTURES: Rectangle Round Black Bold Oval Grey Marble
 Marble Shadow Wooden 3 Wooden Frame Wooden Oval

TEXT UNDER PICTURES: Abadi MT Condensed Arial Narrow Bernhardt Mod BT Book Antiqua
 Dauphin Eurostile Footlight MT Light Franklin Gothic Medium
 Futura Lt BT Garamond Lucida Calligraphy Tahoma

TITLE BLOCK FONT: Abadi MT Condensed Arial Narrow Bernhardt Mod BT Book Antiqua
 Dauphin Eurostile Footlight MT Light Franklin Gothic Medium
 Futura Lt BT Garamond Lucida Calligraphy Tahoma
 Georgia Bold Avant Garde Md BT

Title Block Text Exactly as it Should Appear: _____

TITLE BLOCK IMAGE: School Crest School Photo No Photo or Crest

Use Photo as Halftone Composite Background: (Please Specify File) _____

TITLE BLOCK FRAMES: Single Double Black School Colour(s): _____

CORNER FRAMES: Single Double Black School Colour(s): _____

BORDER FRAME AROUND WHOLE COMPOSITE: Single Double Black
 School Colour(s): _____ No Frames

INCLUDE STUDIO BYLINE AT BOTTOM - Text as it should appear: _____

INCLUDE STUDIO LOGO IN BYLINE

LIST ABSENTEES AS: Absent: No Photo: Photo Not Available:

French: Please Supply Wording: _____

Font Size for Absentee Names: Smaller than Image Names Larger Than Image Names Same Size

SPECIAL INSTRUCTIONS: _____

Lab Use Only: Film _____ Dig _____ SIO _____ SNO _____ SME _____
 Downloaded _____ Text file done _____ Im Match _____ Im M Col Bal _____ Cut Negs Scan _____
 Negs Scanned _____ Last Yr Pose _____ Layout Change _____ Change Pose _____ # On Comp _____
 Corner Frames _____ Title Block Frames _____ Whole Comp Frame _____ Backgr Img 1/2 Tone _____ Invoiced _____
 Comp Layout Done _____ Proof Out _____ Approval Rec'd _____
 Comps Printed: 8x10 _____ 11x14 _____ 16x20 _____ 20x24 _____