

**Getting it right the first time...****Guidelines for Faster Action on Your Quotes**

Speeding up the estimating process remains a top priority on Copresco's corporate agenda.

To give you faster action, we need your help to make the quoting system more effective.

**The Problem**

Missing and/or incomplete information is the single biggest problem Copresco faces in delivering prompt, accurate estimates.

**All the Facts**

In a phone conversation, we can make sure that we have all the facts.

Faxes and e-mail messages are efficient ways to communicate if you make sure that you furnish complete job specs.

**Here's What We Need to Know**

**Files.** Will you be furnishing properly prepared PDFs for print? If not, what? InDesign, Quark, Word, PowerPoint, Frame?

The version, such as Adobe CS3 or Office 2008, is useful.

**Paper.** Paper has a big impact on cost and appearance of your book or manual. We can get you just the right sheet for your job.

If paper doesn't matter, please let us know.

**Quantity.** You may not believe that the quantity is frequently left out of quote requests.

**Color.** Is the job full color? Black only? Most typically, books have four-color covers with all-black bodies, but don't make us assume!

If your project has a mix of color and black pages, we need the collating order. Are all the color sheets together, or are they scattered throughout the book?

**Page Count.** Every sheet or "leaf" of paper has two pages: 50 sheets = 100 pages. Does your job require 100 leaves or 100 pages? Please clarify.

**Size.** Copresco produces much more than 8 1/2" x 11" documents. We need the final trim size of your publication, book or manual.

**Bleeds.** No bleeds? Bleeds on the face (side opposite the bind edge) only? Bleeds all sides? Bleeds cover only?

**Other Details**

Provide the name of your project so we can identify it in the future. Also, please give us the name of the contact person along with cell, direct phone and fax numbers.

**Give Us a Call**

As we've said, e-mail is a good communications tool for job estimates.

However, please call us if you haven't received your quote in a day or so. Our spam-filtering system may have diverted your message.

**Quick on the Trigger**

So, when you need help with digital publications, books and manuals, contact Copresco and give us the ammunition we need.

Armed with all the facts, we'll get your estimate to you on the double and get your job produced in a flash.

**Seven Habits for Print Success**

A properly prepared print file is the key to digital printing success.

Copresco's *TechTopics* No. 13 describes our "Seven Habits for Highly Successful Documents."

The technical bulletin provides important guidelines for documents preparation and production.

**Job Insurance**

You will find seven basic rules to ensure that your job runs smoothly. Tips for document format, software, fonts and printer drivers are included.

The bulletin will be helpful to anyone involved in document creation and production who wants to save time, money and aggravation.

For a free *TechTopics* subscription, complete the form on our website.

**Memorial Day**

Copresco will be closed on Monday, May 26, in honor of Memorial Day.

<http://www.copresco.com>  
(630) 690-2000 • Fax (630) 690-8182

**Internet Addresses Mentioned In This Issue**

Want to be greener with your print, but not sure where to begin? Paper is the logical place to start. Visit these websites for more info.

Environmental Paper Network  
<http://www.environmentalpaper.org>

Forest Stewardship Council  
<http://www.fscus.org>  
<http://www.fsc.org>

Sustainable Forestry Initiative  
<http://www.sfipogram.org>

Uncle Sam  
<http://www.federalsustainability.org>

Connect: Looking up host: www.copresco.com...

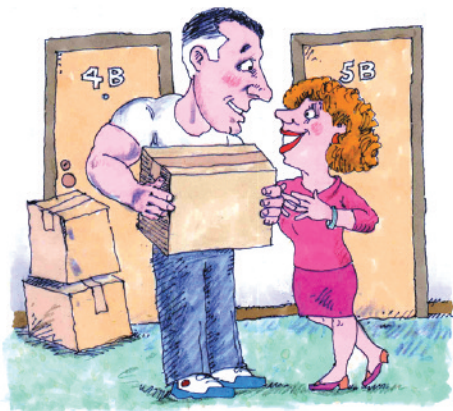


Digital On-Demand Printing

262 Commonwealth Drive  
Carol Stream, IL 60188

Address Correction Requested

A healthy, well-to-do man in his fifties was moving into his new condominium, and he noticed a lady who also lived there was watching him with unusual interest as he came in and out. After several hours of this, the man walked



over to her and said, "I see you have been watching me all morning. Is there something wrong?" "Not at all," she explained. "You just look very much like my fourth husband." "Really? And how many times have you been married?" She responded, "Three."



Mom always expected a lot from me. When the first rays of sunshine came creeping in through my bedroom window, I'd jump out of bed to start my day. Of course, my bedroom faced to the west.



I did eventually find my niche, and Mom was proud. I spent a whole summer going door to door selling "No Soliciting" signs.



If at first you don't succeed, so much for skydiving.

A lie can travel halfway around the world while the truth is putting on its shoes.



Two men were talking at work Monday morning. "What did you do this weekend?" "Dropped hooks into water." "Fishing, eh?" "No, golfing."



I'd rather deal with someone who is good at their job but malevolent toward me, than someone who likes me but is a ninny.—Sam Donaldson



Scientists recently agreed that in fact God could have created Heaven and Earth in only six days. They point out that back then, He didn't have to get a building permit.



One of the best things about kids is



that when you talk to them, they don't pull out pictures of their parents.



A man took his wife and 16 of his friends to the movies the other day—he had seen a sign there saying "Under 17 not admitted."

A baseball scout was driving down a rural road, and passed a baseball field cut out of the woods. He pulled over to watch for a minute in hopes of finding a potential prospect. He laughed when a horse was brought up to bat, but was then astonished when the horse blasted the first pitch 500 feet over the trees. In a flash the scout jumped out of the car and grabbed the manager of the horse's team. "That was an incredible hit," said the scout. "How fast can he run the bases?" "Stranger," replied the team manager, "if he could run, he'd be in the Kentucky Derby."



An eternal optimist took a try at skydiving but on his very first jump his chute failed to open. He was heard to exclaim as he fell, "Well, so far, so good!"



A conductor's baton in the wrong hand is just a stick.



**Overnight Lite** is published monthly by Copresco for the edification and amusement of our clients and friends.

**Subscriptions:** Subscriptions to *Overnight Lite* are complimentary, and available only within the United States of America. To subscribe, visit [www.copresco.com/lite.htm](http://www.copresco.com/lite.htm)

**Submissions:** Reader comments, suggestions and submissions of both humorous and technical material are welcomed. Submissions will be fully credited if requested.

**Postmaster:** Send address corrections to Copresco's *Overnight Lite*, 262 Commonwealth Dr, Carol Stream IL 60188

**Copyright:** All contents ©2008 Copresco. All rights reserved.

ISSN 1930-2274

**Copresco**

262 Commonwealth Dr.  
Carol Stream IL 60188-2449  
phone (630) 690-2000 fax (630) 690-8182  
<http://www.copresco.com>