The Job Ticket is the place, inside the Job Jacket, where all the information about a job that is *not* associated with problem conditions is kept. Job Ticket information is not required, but when used, it is usually hand-entered by a human being.

The electronically generated Job Ticket in Extensis Preflight Pro, just as with the job ticket for a print job handled the mechanical way, includes such important information as: who to contact with questions; due dates; pickup and delivery instructions; how the files were received; additional items sent with the job, such as artboards; what media the job will be output to prior to printing, etc.

This information can be entered by the author prior to sending the job to the service bureau, by the service bureau staff prior to sending the job to the production facility, or by a combination of sources.

The job ticket window consists of the following tabs:

- **Contact**—includes particulars about the client, including company name, primary contact, creator/author, and billing address.
- **Order Info**—includes job name and number, dates received and due, information about the job, and billing information.
- **Delivery**—includes shipping address for completed job, along with information on carrier type, ship method, and account number if applicable.
- **Media**—includes information about the media on which the job is supplied, such as the type of disk, and any additional materials supplied, such as artboards, color proofs, etc. The output media section of this tab allows you to indicate whether the job will be output to film or RC paper, as a laser proof, as separations, etc.
- **Instructions**—allows you to enter text-based information pertinent to the job.

Job Add Documents... Remove Documents... Inspect Selected... Job Ticket... %T Open Document

Edit Job Ticket

To create, edit, or view a Job Ticket:

- 1. Click the "Edit Job Ticket" button on the Files tab window button bar, or select "Job Ticket" from the Job menu, or press 郑T.
- 2. Click the Job Ticket tab of your choice, then enter or examine the desired information.

Entering information in the Job Ticket window and Contact tab

The Job Ticket and Contact tab **A** The Job Ticket window displays tabs for all the information that can be entered in the B Θ D Ø ß Job Ticket. Job Ticket A Job Ticket window title bar Order Info Delivery Contact Media Instructions B Contact information tab O Company Name : Extensis Corporation C Order Info tab Primary Contact Billing Address D Delivery information tab Address 1 : 1800 SW First Name: Mary Sommerset Address 2: Suite 500 Day Phone: 503-274-2020 E Input and output Media tab 0-Evening Phone : 503-274-2020 City : Portland F Instructions tab Fax: State: OR Zip: 97201 Mobile / Pager : The Contact tab contains information about Telephone : 503-274-2020 Email: info@extensis.com who is responsible for the job and how to reach them. Creator / Author Name: Extensis G Enter Company Name 0 Day Phone: 503-274-7030 Fax: 503-274-0530 H Enter Primary Contact information Email: support@extensis.com L Enter Creator/Author information J Enter Billing Address information Ó

Entering information in the Order Info tab

The Order Info tab

The Order Info tab contains information about the job order.			Ø		G	Ģ
Α	The Order Info tab inside the Job Ticket window		Contact Order Info	Job Ticket	Media	Instructions
в	Enter job numbers associated with this job	6	P/0 or Job Number: 00970615		Received: 6/15/97	
С	Enter job description information		Customer Job Number: EC00087 Customer Job Name: Manual Job		Date Due : 10/15/97 Time Due :	
D	Enter billing information associated with this job					Call when Ready
Е	Enter order input contact information	0	Job Description Sample job		Input By : j _{jcs} ect Phone :	
F	Indicate Rush or Call When Ready					
G	Enter job date and time information					
				Billing Inf	ormation :	
			令	~	asn Account 123-456-	789-00
				D		Ć

Entering information in the Delivery tab

The Delivery tab The Delivery tab contains information about A how the completed job will be delivered back to the client. Job Ticket **A** The Delivery tab inside the Job Ticket Order Info Contact Delivery window 🔵 Customer Pickup **B** Enter Delivery information including: 🖲 Delivery Address 1 : 1800 SW First Customer Pickup 🔘 Local Courier Address 2: Suite 500 • Courier or Private Carrier pickup, City: Portland type of carrier, contact information, Name ً₿ State : OR Telephone type of delivery, and Account number Account Number C Enter the address where the job is to Telephone: 503-274-2020 Private Carrier be delivered 🔵 Emery FedEx 🔵 Other 🔵 UPS 🔘 Airborne 🔘 Overnight - Morning 🔵 2nd Day 🔘 Overnight - Afternoon 🖲 Standard

Entering information in the Media tab

The Media tab	
The Media tab contains information about both the input media and output media.	۵
A The Media tab inside the Job Ticket window	Job Ticket
Input Media:	Contact Order Info Delivery Media Instructions
B Enter type of electronic media the job was delivered to the shop on, such as SyQuest, Zip, Jaz, Optical, Internet	Input Media Output Media □ Floppy □ Zip □ Bernoulli □ Jaz ● Positive ● Negative
C Enter information about other media delivered with the job, such as proofs or artboards, and indicate whether supplied images are For Placement Only, to be replaced with high-resolution images	SugQuest internet SupQuest internet Optical Other: Color proofs submitted with job. Laser proofs submitted with job. Supplied images are FPGs replace with
Output Media:	Supplied images are FPOs, replace with hi-resolution images. From Film: MatchPrint
D Indicate whether cropping and registra- tion marks are required, and whether to output job in spreads	Artboards submitted: Other: Other: Output as Spreads Pre-separated Orop and Registration Marks
E Enter information about proofs, if proofs are required for this job	•
F Enter information about the media to be output for this job, such as Film or RC paper, and film specifics	

Account Number : 012-3456-780

Media

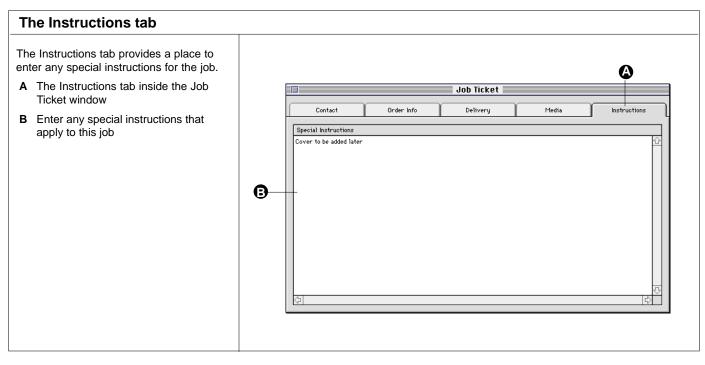
Zip: 97201

Instructions

Shipping Address

Θ

Entering information in the Instructions tab



Default Job Ticket

You can specify a Default Job Ticket by selecting "Default Ticket" from the Edit: Preferences menu. The information you specify will become the Job Ticket for all new jobs created. You can then edit the Job Ticket and make changes as appropriate.

