

NCR Form Templates

495-4600

LA QUINTA
LA QUINTA INNS
OAKBROOK TERRACE, IL

DATE _____

NAME _____ ROOM NO. _____

Starch (Circle One): ☐ No Starch ☐ Light ☐ Heavy Hanger or Box

LAUNDRY		DIRY CLEANING	
NO.	AMOUNT	NO.	AMOUNT
Shirts/Hanger	3.00	Suit 2 Pcs.	111.00
Shirts/Box	3.00	Suit 3 Pcs.	13.20
Shirts/Formal/Wool	3.00	Tux	15.00
Shirts/Tux	4.50	Sport Coat/Jacket	1.00
Pajamas	3.50	Shirts/Shirts	5.50
Underpants	2.00	Shirts/Blouses	6.00
Underpants	2.00	Formal Dress	12.00 & up
Handkerchief	2.00	Top/Overcoat	24.00
Socks/Per Pair	2.00	Shawl	6.00
Shirts	3.75	Tie	3.00
Blouses	2.00	Dress	10.00
Other		Silk Blouse	
		Silk Pants	\$7.50
		Silk Skirt	
		Shirts	3.50
PRESS ONLY		Additional Charges:	
Press Only is 20% off		Perks	\$2.00 each
Guest Ticket Price		Any (over 10 items)	1.00 each
		Any (over 10 items)	1.00 each
Delivery Charge	1.00	Any (over 10 items)	1.00 each
		Total	

Special Instructions: _____

LAUNDRY SERVICE IS AVAILABLE MONDAY THROUGH THURSDAY.
GARMENTS RECEIVED BY 8:30 AM WILL BE RETURNED ON THE SAME DAY.
THIS LIST MUST BE PRESENTED WITH ANY CLAIM FOR SHORTAGE OR
DAMAGE WITHIN 24 HOURS FROM TIME OF DELIVERY
THANK YOU FOR YOUR ORDER

**Have a question or want us
to do it for you? Give us a call.
1.800.930.6040**

Instructions for preparing your artwork

If you have one of the software programs listed, click on the link at the bottom of the left column below.

If you are not working with one of the programs listed, click on the link at the bottom of the right column below.

Microsoft Publisher
Quark XPress
Adobe InDesign
Adobe Illustrator
CorelDraw
Adobe PhotoShop

[Click Here for Instructions](#)

All Other Programs

[Click Here for Instructions](#)

Instructions for laying out your artwork

Follow these initial instructions below for the program you will be using, then go to the General Instructions to add your artwork.

Microsoft Publisher

1. Under File menu select new
2. Under File menu go to Page Setup
3. Choose Publication Type as Custom
4. Define the page size as the size of the finished product
5. Under Insert menu choose Picture -- From File select the template you downloaded
6. Click Insert
7. Go to General Instructions below

Quark XPress

1. Under the File menu select New -- Document
2. Enter the page size of the finished product
3. Click OK
4. Make a Rectangular Picture Box the size of the finished product. Use the Show Measurements tool found under the View menu to be sure the box is the right size and that the origin is at: X: 0 and Y:0
5. Under the File menu, choose Get Picture
6. Select the template you downloaded
7. Click Open
8. Go to General Instructions below

Adobe InDesign

1. Under the File menu select New -- Document
2. Set the number of pages to 1. Turn off Facing Pages. Set the page size to the size of the finished product. Set the margins at: Top and bottom 0" Left & Right 0"
3. Click OK
4. Under the File menu select Place
5. Select the template you downloaded
6. Click Open
7. Position the place icon over the top left corner of the page and click
8. If the transform palette not already open, under Window choose Transform Palette
9. Make sure the template is selected and use the transform palette to verify that the top left corner is at X: 0 and Y: 0
10. Go to General Instructions Below

Adobe Illustrator

1. Open the template in Illustrator
2. Go to General Instructions Below

Adobe PhotoShop

1. Open the template in PhotoShop. In the "Rasterize Generic EPS Format" window enter the size of the finished product. Resolution 300 – 350 Mode: CMYK Color
2. In your layers palette, lock the layer that has the template on it. You will need to lay out your artwork on other layers as the template needs to be removed when the file is printed
3. Go to General Instructions Below

CorelDraw

1. Open the template in CorelDraw
2. Go to General Instructions Below

General Instructions

After you have a screen that looks similar to Figure 1, continue with the following steps:

- As you work, try not to move or change the elements in the template.
- If the program you are working in has layers, it is best to keep the template layer locked.
- If the program you are working in can lock objects, lock all the elements of the template.

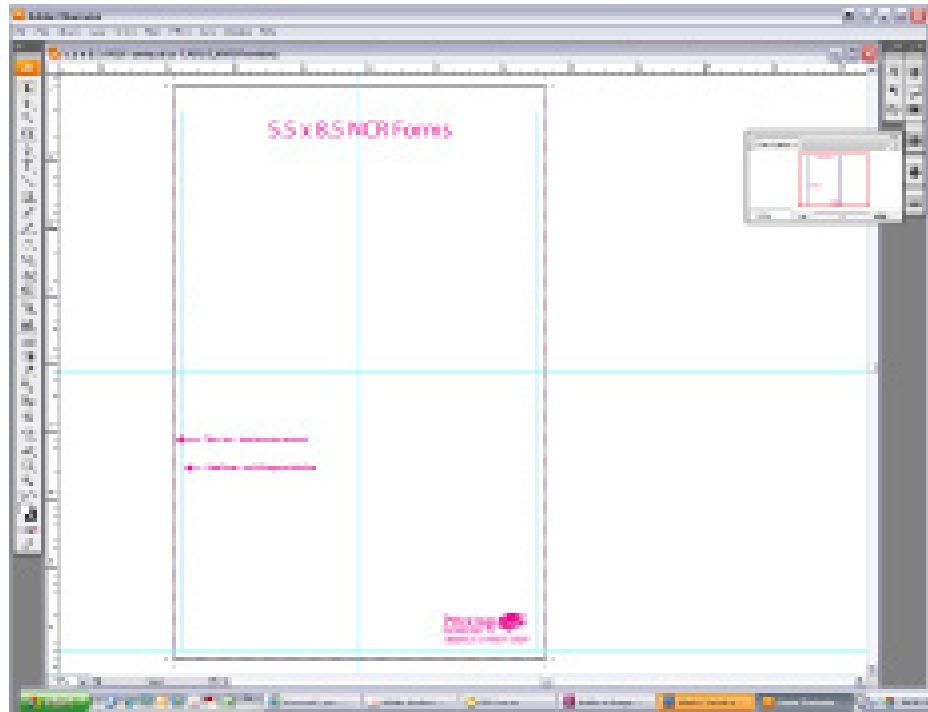
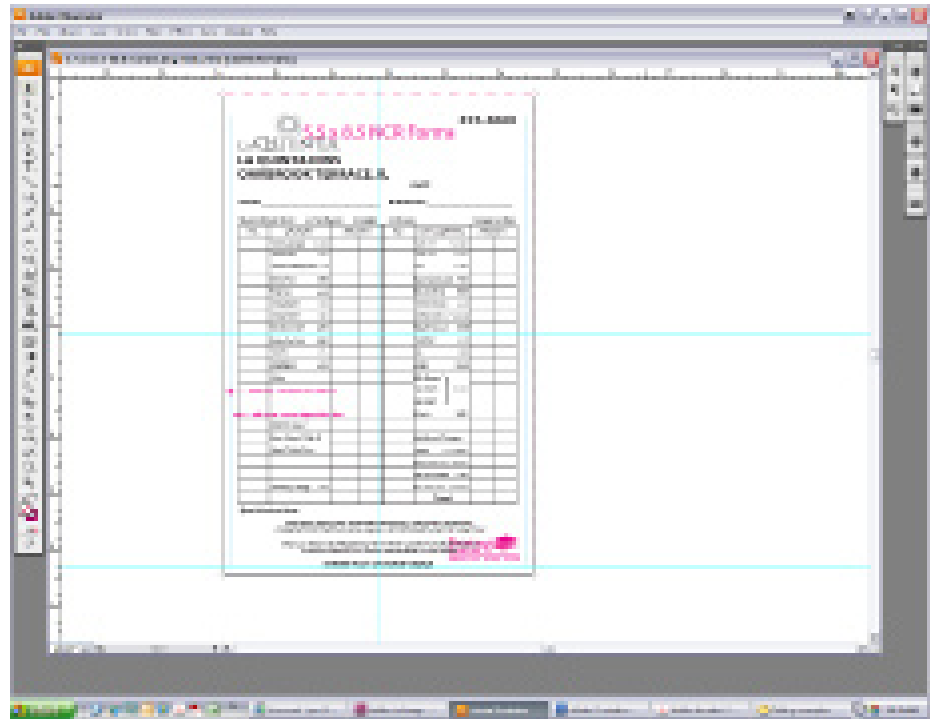


Figure 1

- The pink lines indicate where the NCR Form will be cut out (dotted).
- None of the pink and blue elements will print.
- When you are done laying out your artwork, move the template to the top layer.

General Instructions continued...

- Begin laying out your artwork.
 - Bleeds are not allowed on NCR Forms.
 - Leave 1/8" "Safe" zone from trim (blue line).
 - For more information about "Safe Zones" [Click Here](#)
- While this is for business cards, the principle is the same for any product we print.



Congratulations, your NCR Form is now ready!
Place your order today and they can be ready to ship in 4 business days!

When your files are ready, you can place your order here: [Click Here](#)

or if you have already placed your order, you can now upload your files to: [Click Here](#)

Have your order number handy and upload the native files. It is especially important with Photoshop to send the *Layered* Photoshop file.