

5 EASY STEPS IN HELPING US MEET AND EXCEED YOUR EXPECTATIONS...



Solutions • Quality • Service

1 WHAT ARE THE JOB DETAILS/SPECIFICATIONS?

Date Due _____

Description _____ Number of Pages _____

Finished Size Expected _____ Hard Copy Supplied at _____% B/W Color

Colors Black Only 4 color process (CMYK) Pantone _____ Pantone _____

Expected: Pantone _____ Pantone _____ Pantone _____ Pantone _____

- Digital Printing Is there folding expected? Y N
- Conventional Printing Did you use Graphics Universal folding guidelines? Y N
- Flexographic (Labels) If NO, are we to adjust as needed for a nominal charge Y N
- Die cutting Required Die line Included Y N
- Varnish Desired - *please circle* (Gloss or Dull) Varnish Plate Included Y N
- Aqueous Coating Desired

2 HOW SHOULD WE EXPECT YOUR JOB SUPPLIED, AND NUMBER OF ITEMS TO BE RETURNED?

_____ CD _____ DVD _____ Zip Disk _____ Floppy Disk _____ Email _____ FTP

FILE FORMAT PC/Windows MAC/OS9 MAC/OSX

3 APPLICATION FILES THAT WE SHOULD EXPECT: (please circle version number)

File Name(s): _____

- Quark Xpress 4 5 6 InDesign 2 CS CS2 Powerpoint
- Illustrator 8 9 10 CS CS2 Photoshop 5 6 7 CS CS2 Excel
- Freehand 8 9 MX Corel 9 10 11 Word
- Publisher 98 2000 2003 Pagemaker 6.5 7 Word Perfect
- Supply as PDF (ready to print file with all fonts embedded, we cannot make modifications to PDF's)

Note: If you are supplying files other than PDF, Quark Xpress, InDesign or Pagemaker, we will need to place them into one of these programs in order for us to produce film for your job.

4 YOUR FONTS, OR OURS?

- Y N Have you supplied all necessary fonts?
- Y N If fonts are missing, may we use a similar font? (This may result in text flow changes.)

5 HAVE YOU DOUBLE CHECKED OUR GUIDELINES?

- Artwork saved as TIFF or EPS Artwork saved **without** LZW compression
- All clipping paths saved as EPS Document size is same as finish printed size
- All bleeds set to 1/8" Set up panel sizes and folds as per our guidelines
- Save all full color art in CMYK mode All artwork to minimum resolution of 300 dpi

WHEN SUPPLYING FILES, WE EXPECT...

If you are supplying Quark - Use Collect for Output InDesign - Use Package
Publisher - Use Pack and Go Pagemaker - Save for Service Provider
PDF's - Use Graphics Universal distiller settings - *see website for details*

Using these features will ensure that your job will be collected with all fonts and artwork that are needed. We will be more than happy to furnish you with detailed instructions of how to use these features.

GIVE US A CALL! 1-800-745-8183 - OR - (717) 597-3108

Date Preflight Due _____ Work Order No. _____ CSR _____ Customer _____