



File Submission Checklist

Please provide the information below to avoid surcharges and delays to your job.

File Submitted by: _____

Company Name: _____

Phone: _____ Fax: _____ Email: _____

Proof Required: Faxed Lazer PDF Emailed Digital Color Proof Delivered

Quantity Needed: _____ Finished Job Needed: _____

IMPORTANT INFORMATION

Final Trim Size: _____ x _____

Final Fold Size: _____ x _____

Please include sample print out.

Total Number of Pages _____

FILE FORMAT (please check one):

- QuarkXpress Version# _____
- Pagemaker Version# _____
- InDesign Version# _____
- Adobe Illustrator Version# _____
- Adobe Photoshop Version# _____
- PDF
- Microsoft Publisher Version# _____
- Microsoft Word Version# _____

FILE PLATFORM USED

- Mac PC

SUPPORTING FILES

Please include the following support files:

- Fonts
 - Photos
 - Graphics
 - Logos
 - Scans
- } All graphics, clipart, photos, etc MUST be included with your file for it to print. We cannot use graphics you placed directly from the internet into your document. We must have an actual file. *For best quality, all graphics, clipart, photos, etc should be 300 dpi.*

INK COLOR

- 4/Color PMS# _____
- Black PMS# _____
- PMS# _____ PMS# _____

FONTS

- Both Screen and Printer
- True Type Fonts (may be converted to Type 1)

MEDIA FORMAT

- CD
- Zip disk
- 3.5" Floppy
- E-mailed Sent date _____

SPECIAL INSTRUCTIONS

File Support Tip:

Quark, Pagemaker & Publisher have features that automate the file collection process. Call Desktop at 414-727-5200 and we'll walk you through it. **(more tips on the reverse side)**

