

Customer File Information

Date _____
Customer Name _____ Job. No. _____
Created by _____ Phone _____
Cust. Phone _____ Fax _____
E-mail _____

Type of proof: Paper PDF

Type of file: Mac PC

Files provided in:	version
<input type="checkbox"/> Postscript (.ps)	N/A
<input type="checkbox"/> PDF file (.pdf)	N/A
<input type="checkbox"/> QuarkXpress	_____
<input type="checkbox"/> Adobe Pagemaker	_____
<input type="checkbox"/> Publisher	_____
<input type="checkbox"/> Word	_____
<input type="checkbox"/> PowerPoint	_____
<input type="checkbox"/> InDesign	_____
<input type="checkbox"/> Other _____	_____

Are photos and images included as separate files and are they linked?
(If not, output may not be as expected.) Yes No

Are photos and images saved as EPS or TIFF files? Yes No

Are fonts included separately? Yes No

If fonts are not included, may we substitute? Yes No
(If no substitutions, files may not print properly.)

Has customer provided hard copy of document? Yes No

Note: If there is more than just the file we are to output on the disk, WE MUST HAVE THE NAME of the file to be output.

File Name: _____

Standards

- Our company supports QuarkXpress, Adobe Pagemaker, Microsoft Publisher, InDesign and Microsoft Office (Word, PowerPoint and Excel). We also support the PDF and Postscript (.ps) formats.
 - The following application files must be provided using special utilities within the applications for preparation for a printer:
 - QuarkXpress "Collect for Output"
 - Pagemaker "Save for Service Provider"
 - Publisher "Pack and Go"
 - InDesign "Package"or as Postscript (.ps) or PDF files created using Adobe Distiller. If special utilities are not used, then an additional charge will be required.
 - All graphic files must be provided as TIFF or EPS files. Other file formats will require conversion at an additional charge.
 - Full color images and photos to be printed in 4-color process must be prepared in CMYK (NOT RGB). Spot colors should be identified as Pantone colors. Files that require changes will have an additional charge.
 - A hard copy sample of the document is required so we will know what your document will look like. Multi-color documents should be submitted as separations. If a printed sample is unavailable, an additional charge may be required.
 - Microsoft Office applications cannot be color separated within the application. If the documents are to be printed on a printing press, we must use special procedures and tools to separate these files that will require an additional charge. We will attempt to match the colors as close as possible.
- Some files may require special prepress preparation so they can print properly and may require an additional charge.**
- Our staff is available to assist you in preparing your files properly so we can meet your time, quality and budget demands.**
- Many answers to your questions to properly prepare a file for commercial printing output are available in the HELP section of your application usually found at the top of the screen.**