



## 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)**

