

We are very happy to accept files from our customers from most standard page layout and word processing software. This form will enable us to better handle your digital files and help you avoid costly errors and omissions. A completed copy of this form must be supplied with all digital files submitted. *Leaving any items blank on this form may delay the processing of your job.*

You must include a hard copy printout with your file. If your job is larger than 8.5 x 11 and you are unable to supply full-size printouts, please reduce your printout, include crop marks, and indicate the percentage of reduction. If e-mailing files, please fax a copy of this checklist *and* your hard copy printout to us at 740.373.9620. WE CANNOT PROCEED WITH YOUR JOB WITHOUT THIS COMPLETED FORM AND A HARD COPY PRINTOUT.

If you have any questions regarding this form or your files, please call us at 740.373.6005.

Contact Information

Company: _____

Contact (Person originating file) _____

Phone: _____ Fax: _____ E-Mail: _____

File Information

Type of computer file was created on: PC/IBM compatible Macintosh (Please note: Macintosh files MUST include appropriate 3-character file extension; i.e.: .doc, .eps, .pm6, .qxd)

File supplied on (indicate qty. of disks in space provided):

3.5" Floppy _____ Zip Disk _____ CD-Rom _____ E-Mail (# of individual files sent) _____

Please list all the files from which we will be working, along with the program(s) used to create file(s): (Please note: It is essential that we know the version # of the program(s) used; i.e.: Publisher 97, PageMaker 6.5, Quark 4.0. If your file is created in an application *not* supported by our pre-press department, we will contact you to attempt to make arrangements to accomodate your software. *See list of supported formats at bottom of page.)

Filename _____ Program _____ Version # _____

Filename _____ Program _____ Version # _____

Filename _____ Program _____ Version # _____

Please list all fonts used and include copies of BOTH the screen and printer fonts on your disk(s):

_____	_____
_____	_____
_____	_____

Please list the names and types (.tif, .eps, .bmp, etc.) of all graphic files included in your document(s) and include copies of the file(s) on your disk(s). If you have scanned photographs into your document(s), please indicate the filenames, type of scan (Grayscale, RGB or CMYK), and resolution at which you scanned them. IMPORTANT: If your scans are less than 300 dpi, you must also supply the original photograph. *Images downloaded off the internet or taken at standard resolution on digital cameras are generally of too low resolution for print reproduction.*

_____	_____
_____	_____
_____	_____

Ink colors for your job (indicate PMS color numbers in space provided):

Black Only One PMS Color _____ Black + One PMS Color _____ Multiple PMS Colors _____ Full (Process) Color

Note: Generating color separations from programs which do not support color separations such as Microsoft Word, Corel Word Perfect, etc., will incur additional charges. Generating spot color separations from page layout files which are not already set up for spot color separations will incur additional charges. Additional charges are based on a rate of \$60/hour.

Special Instructions:
