

Customer Name	
Customer Contact	
Operating System	<input type="checkbox"/> Mac <input type="checkbox"/> PC
Name of Document(s)	
Document Size(s)	
Trim Size	
# of Pages in Document	
Laser Copies Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No (hard copy helps us make sure everything is where you expect it)
Applications Used <sup>3</sup>	<input type="checkbox"/> Adobe InDesign <input type="checkbox"/> Adobe Illustrator <input type="checkbox"/> Adobe Photoshop <input type="checkbox"/> PDF <sup>2</sup> <input type="checkbox"/> QuarkXpress (Must send PDF) <input type="checkbox"/> Microsoft Word <sup>1</sup> <input type="checkbox"/> Publisher <sup>1</sup> <input type="checkbox"/> PowerPoint <sup>1</sup>
Fonts In Document <sup>1</sup> <small>Most professional layout programs have a collection features to gather your fonts for you.</small>	
Colors Used <small>RGB files must be converted before submission</small>	<input type="checkbox"/> CMYK <input type="checkbox"/> 1 Spot <input type="checkbox"/> 2 Spots <input type="checkbox"/> Other (list) _____ _____
Images and Artwork	<input type="checkbox"/> RGB Converted to CMYK (if not color shifting will occur) <input type="checkbox"/> CMYK Images at 300 dpi or better <input type="checkbox"/> Greyscale Images at 300 dpi or better <input type="checkbox"/> Line Art / Line Drawings at 1200 dpi or better Images extracted from websites cannot be enhanced and will be low-res
Job Bleeds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Separations	<input type="checkbox"/> Color separations checked and reviewed before the document was submitted to printer
Special Instructions	

<sup>1</sup> Microsoft Word, PowerPoint and Publisher: Manually gather your fonts. Be aware that these programs work in RGB and color shifting will occur. Most images imported into the programs are low res and your proof my reflect this.

<sup>2</sup> PDFs: If the job bleeds be sure your crop marks and bleeds are visible in the PDF before submission.

<sup>3</sup> Obsoleted Programs: PageMaker must be converted to InDesign or Supplied as a PDF. CorelDraw must be saved as Adobe Illustrator or .EPS.