

Customer checklist for supplying digital files

Please complete this checklist and bring it in with your job.

Additional charges may occur if your disk is not print ready.

Should you have any questions, please call your customer service representative at 303.745.5100.

1. File created

in:

- Quark Xpress Version _____
- PageMaker Version _____
- In Design Version _____

2. File supplied as:

- PC/Windows
- MAC

3. File Name(s):

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

- 4. Document is setup to the final size indicated on proposal from Jetson Press.
- 5. If an image or background is intended to bleed, it is extended 1/4" beyond the final size on the proposal from Jetson Press.
- 6. If an image or text is not intended to bleed, it is 1/4" within the final size on the proposal from Jetson Press.
- 7. All fonts needed for the file are supplied in one folder separate from the job on the disk (Screen and Printer).
- 8. All imported images needed for the file are on the supplied disk.
- 9. Images intended to print in color are CMYK mode, not RGB mode or indexed color mode.
- 10. Imported graphics are either .tif or .eps format, **not jpg, bmp, pic or wmf**
- 11. Imported graphics contain a resolution of double the output line screen at 100% scale within the layout file. Example: 150 lpi (output lpi) resolution of file should be 300 dpi not scaled in Quark, PageMaker or In Design.
- 12. If using compression, create a self-extracting archive to ensure that no special software is required to decompress the file.
- 13. All images are uniquely named so as not to overwrite another file with the same name.
- 14. When using Pantone colors in a job, be sure that the name of the color is exactly the same (including upper and lower case) in every program. For example, if it is in Quark as PANTONE 123 CV, an Illustrator piece of art must also use the same name and case, PANTONE 123 CV and not Pantone 123 CVU.
- 15. files sent are only the files needed to complete the job, not previous issues.
- 16. .tif files should not be LZW compressed and .eps files should not be .jpg compressed.
- 17. Supply a complete and final version on hard copy.

In pre-flighting, we will check the photo print quality. We will alter the photos for the best print quality and charge accordingly unless told other wise.

- OK to ALTER PHOTOS
- Do not ALTER PHOTOS

JOB NAME: _____ JOB
NUMBER: _____

CLIENT: _____
CONTACT: _____