

DIGITAL OUTPUT FORM

This form is intended for submission with electronic files that are delivered to us electronically (i.e., FTP server) and/or supplied on disk. Please provide all of the following information:

1 CONTACT INFORMATION

Company Name: _____ Contact Name(s): _____
Fax No.: _____ Phone No.: _____ E-mail: _____
Reference No.: _____ Today's Date: _____

2 FILE INFORMATION

FILE NAME(S): *(Full name of the FINAL LAYOUT file(s) only)* _____ FILE FORMAT: _____ Macintosh _____ PC

The software used to create this file was:
(please include version number)

_____ QuarkXpress _____ Adobe Illustrator _____ Adobe Photoshop
_____ Adobe InDesign _____ Other *(please specify)*

NOTE: *If you are providing files in PDF format, please supply the original application files in case corrections are required.*

3 OUTPUT INSTRUCTIONS

Type of output requested: _____ CMYK Process Color _____ PANTONE Spot Color(s)* _____ Black Only

**If requested output is PANTONE spot color(s), please specify color names here:*

**If spot color files are saved in Photoshop DCS file format, please indicate filenames here:*

TRIM SIZE *(mark-to-mark)*: _____ OUTPUT FILE AT: _____ 100% size _____% Other

Other comments or instructions:

4 REQUIRED MATERIALS

The following items are required:

FONTS

If possible, please provide your file(s) with all fonts CONVERTED TO OUTLINES, along with a duplicate copy of the *unoutlined* file in case alterations are required.

If your project contains PostScript type fonts, provide all printer fonts and their accompanying screen fonts. If your project contains TrueType fonts, provide the printer font file only.

IMPORTANT: If you are supplying ADOBE PDF files, embed all fonts and subset at 100%.

LINKED GRAPHICS

If possible, "link" rather than "embed" graphic images in your final page layout. Be sure to provide us the linked files. It is also recommended that the "unflattened" (i.e., the layers remain intact) Photoshop files are provided in case alterations are required.

PROOF

Please provide a color printout of your final art. If this is not possible, black & white laser printer proofs or an Acrobat PDF soft proof will suffice.

IMPORTANT: *If your file contains SPOT colors, please supply proofs of each color separation.*

DIGITAL DIELINE

For projects that require diecutting, please provide a computer dieline with the job. We accept CAD/CAM files in .AI, .EPS, DWG, DXF, and PDF formats.

FINAL LAYOUT FILE

This file should contain all graphic elements composed (including crop marks, bleeds, and dieline) **NOTE:** *If your final layout file is a Photoshop file, include both the FLATTENED and UNFLATTENED (layered) file versions.*