



Disk Submission Form

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(For Internal Use Only) Job# _____ Previous Job # _____ Disk In: Date _____ Time _____

Customer Name _____ Contact _____
Phone _____ Fax _____ Email _____

Is the person that is filling out this form the same person that created the file(s): YES NO

Who do we contact if questions or problems occurs? _____

JOB DESCRIPTION:

MEDIA INFO Format: PC MAC
 Type: CD/DVD Zip Floppy Email (All MAC files must be stuffed)
 FTP folder name _____
Programs Used: *Program name and version*
 QuarkXPress v: _____ WordPerfect v: _____
 PageMaker v: _____ Publisher v: _____
 InDesign v: _____ Word v: _____
 Photoshop v: _____ PowerPoint v: _____
 Illustrator v: _____ Excel v: _____
 Freehand v: _____ Other: _____
 Acrobat/PDF v: _____
 CorelDraw v: _____

File Name: *(as it appears on the disc)*

 Are current laser proofs provided?* YES NO
 —Composite and color separations?* YES NO
 (NOTE: ALL e-mails/ftp drops must include Low-Res PDF for reference.)
 Is a current PDF of file provided? YES NO
 Are all fonts included on disc?* YES NO
 List of fonts used _____

ALL color photos MUST be CMYK, NOT RGB or Indexed.
 ALL images CMYK? YES NO
 ALL images tiff, eps, or dcs? YES NO
 ALL images, graphics & linked files on disc? YES NO

(IMPORTANT NOTE: Original files must be supplied for ALL of the linked graphics, images and/or photos. FPO or low resolution files will result in poor quality output).

*** IMPORTANT:** Failure to supply laser proofs (BOTH composite & separations), fonts (BOTH screen & printers), AND/OR any necessary links or graphics - may result in delaying your job or output difficulties that could result in additional charges.

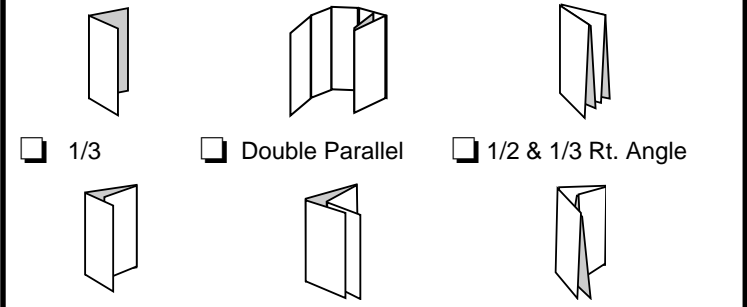
PLEASE BE SURE ALL ITEMS ARE PROVIDED.

DOCUMENT INFORMATION
 Page Count: _____ Plus Cover Self-Cover
 Page Size: 8.5x11 8.5x14 9x12 11x17
 Bleeds: YES NO **Minimum of an 1/8" bleed in file?**
 Ink Colors: 4- Color Process? YES NO
 Convert ALL colors to CMYK? YES NO
 PMS/Spot Colors? YES NO
 Convert ALL colors to GRAYSCALE? YES NO
List PMS Colors: Please list spot colors by name AND number

Varnish: YES NO (If yes, give instructions below.)
 SCUM GLOSS SPOT GLOSS
 SCUM DULL SPOT DULL

Page Orientation: Portrait Landscape

Folding: YES NO *(if yes, check folding instructions below.)*
 1/2 Roll Fold 1/2 & 1/2 Rt. Angle



Other: _____

Is scanning needed: YES NO
SEE BACK FOR SCANNING INSTRUCTIONS

