

File name: _____

Submitted by: _____

Contact phone: _____ File Format: MAC PC

Application software

____ Quark XPress Version _____

____ Adobe Pagemaker Version _____

____ Adobe Photoshop Version _____

____ Microsoft Publisher Version _____

____ Adobe Illustrator Version _____

____ Adobe PDF (Please request PDF settings)

Checklist

Please complete the following and turn in with the CD of media file and hard copies. Copy Plus will make every effort to find any mistakes before job is printed, that is not always possible and your files are ultimately your responsibility.

- Hard copy of your final document is enclosed.
- All artwork, photos or links are included on disk.
- All fonts (both printer and screen fonts) used in the layout are included.
- All images and photos are 300 dpi
- All RGB images have been converted to CMYK.
- You have run spell check on your document.

Please read carefully the following:

The page size of your document should be the final trimmed size of your printed document.

PostScript Printer and Screen Fonts must always be sent together. THEY WILL NOT ALWAYS PRINT CORRECTLY WITHOUT BOTH. Convert all fonts to outlines if possible.

Artwork that prints to the edge must be extended 1/8" for bleed.

For correct color output, all images must be converted to CMYK.

Images must be submitted at least 300DPI. A hard copy must be supplied with the disk or media for comparison.

I HAVE READ THE DIGITAL DISK SUBMISSION FORM AND I CONSIDER MY FILES "PRINT READY"

Signature _____ Date _____