

Electronic File Checklist

(757) 826-6055



CONTACT NAME		COMPANY NAME			DATE	
ADDRESS, CITY, STATE, ZIP				PHONE NUMBER		
CUSTOMER'S CLIENT			JOB TITLE			
FILE FORMAT (INDICATE PROGRAM NAME AND VERSION)				MEDIA FORMAT		
NO. OF PAGES IN FILE	FILM SIZE	FILM TYPE NEG POS PAPER	PROOF (REQUIRED) BLUELINE WATERPROOF CHROMACHECK	LINE SCREEN 55 85 100 133 150 200 OTHER	PRINT PAGES	
FONTS (LIST ALL FONTS INCLUDED ON DISK) (BE SURE TO INCLUDE FONTS USED IN ART PROGRAMS AS WELL)						
GRAPHICS (INDICATE FILE NAME AND FORMAT i.e. EPS OR TIFF)						
COLORS (CHECK ONE AND SPECIFY PMS COLORS WHERE INDICATED) <input type="radio"/> BLACK ONLY <input type="radio"/> 1-COLOR _____ <input type="radio"/> 2-COLOR _____ / _____ <input type="radio"/> 4-COLOR PROCESS (CMYK) <input type="radio"/> OTHER (PLEASE SPECIFY) _____						

REQUIRED ITEMS

Please call us if you need help preparing your files for output. Our number is (757) 826-6055. It is cost effective to resolve questions early to eliminate unnecessary file output problems. **Failure to include these items may result in additional charges.**

- Printout of disk contents.
- Final hard copy proof at 100%, cut to size, folded and assembled.
- Hard copy printout of color separations.
- All colors in all document and graphic files are correctly identified and in CMYK for 4-color jobs or PMS spot colors for spot color jobs.
- File includes appropriate bleed(s).
- All photos and graphics have been linked and separate copies of all photos and graphics (in eps or tiff format) used in the document are on the disk.
- All fonts used in document as well as in the graphics are on the disk.

SPECIAL INSTRUCTIONS

I have read the attached "Imaging From Your Disk" and understand that any modifications or alterations required to print my job may result in additional charges at the rate of \$50.00 per hour (\$25.00 minimum).

SIGNATURE	DATE
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