

Your Name _____

Job Title _____

Phone [] _____

Platform: Mac OS9 OS10 PC

Date ____|____|____

Software _____ Version ____

Media Type: CD/DVD InSite upload

Project Specifications

File Name(s)

Page size _____ # of Pages

Created as: Single Pages Reader Spreads

Does the job fold: Yes No

Panel size for folds are (L to R): _____/_____/_____/_____/_____

Color(s) CMYK Spot Colors (please list): _____

Does the job bleed: Yes No Have all standard 1/8" bleeds been set: Yes No

Does the job varnish: Yes No Have all varnish files been supplied: Yes No

Have all non-essential colors been removed from files: Yes No

Are all spot colors named the same (NOT: pms 185c / pms 185u / pms 185cvc): Yes No

Images | Artwork | Fonts

Are supplied images hi-res (300 dpi base setting): Yes No

Have all color photos been converted to CMYK: Yes No

Does all artwork contain appropriate spot or CMYK colors: Yes No

In what format(s) are the art and images saved: EPS TIF DCS PSD JPG

Have all images, artwork & fonts been included: Yes No

Have current lasers been supplied with the job: Yes No