



Prepress - File/Disk Information

This form should be completed and submitted with the electronic media, laser proofs, negatives or camera copy with Purchase order.

The following information is universal and applies to any Service Bureau or Prepress Dept. To ensure that your project is completely correctly, on time and within budget, we are providing you with basic guidelines for file submission. Please consider this information as important and crucial for the proper output of your files.

Date _____

Contact Person _____ Phone # _____

Email Address _____ Fax # _____

Form Name _____ Form Number _____

Purchase order # _____

Technical Contact _____ Phone # _____

Email Address _____ Fax # _____

COMPUTER OPERATING SYSTEM AND MEDIA

PC

Floppy Disk

FTP site
(include ftp address, log in & password)

MAC

CD/DVD

Email

SOFTWARE - (Adobe Creative Suites programs or Quark Xpress are recommended)

Files are supplied in: Native Format PDF (preferably PDF X 1a)

Name(s) of program(s) used _____ Version _____

FONTS - ALWAYS include all fonts used in a job with the files for output. If fonts aren't included, font substitution, restringing and undesirable reformatting issues can occur. Many programs include a Collect for Output or Package feature that creates a folder for you with all the elements necessary to output your job properly. Avoid using fonts with city or place names such as Geneva, Monaco, or Chicago. These are systems fonts used by your computer for screen viewing only, not for printing. Avoid using the stylize buttons in the type formatting palette of the program to make a bold, italic or underline font from a regular font. Use the actual font from the font family; i.e. Helvetica Bold Italic. When creating a pdf you must be sure to EMBED all fonts or again, restringing or undesirable font substitution problems can occur. When in doubt, include the fonts used with the job.

Fonts are furnished or embedded Yes No

COLOR - Files must be provided as grayscale (for black only jobs) or CMYK. RGB files are not print ready and MUST BE converted to CMYK or grayscale. If a file has spot colors they should be specified as PMS (Pantone) colors, such as PMS 185 Red. (Colors like Green or Red selected from a default cmyk or rgb color palette will not separate properly)

SUBMITTED PROOFS - Hard copy laser proofs are highly recommended when submitting a job either as electronic file or on disk. Color separated proofs are not necessary but color composites are helpful on spot color jobs. B/W lasers copies are acceptable with page or part information included, especially on jobs with no page numbering.

Color Proofs - No. of pgs. _____ Black and White - No. of pgs. _____

If you have any questions or concerns about submitting files, or creating a proper pdf, please contact us for help.

CONTACT INFORMATION

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