



ELECTRONIC PREPRESS FORM

Please call with any questions.

1647 Federal Way . Boise, Idaho 83705 . 208-342-4594 . 800-333-6567 . Fax 208-343-8204

CLIENT INFO (WHO ARE YOU)

Date: _____ Phone: _____
Business Name: _____ E-Mail: _____
Art Director/Designer Contact: _____

JOB INVENTORY (WHAT YOU GAVE US)

<input type="checkbox"/> Mac ver. _____	<input type="checkbox"/> PC ver. _____	Transport QTY _____	Prints, Transparencies, Artwork
<input type="checkbox"/> Quark Xpress _____	<input type="checkbox"/> Quark Xpress _____	<input type="checkbox"/> Floppy _____	Itemize: _____
<input type="checkbox"/> PageMaker _____	<input type="checkbox"/> PageMaker _____	<input type="checkbox"/> Zip _____	_____
<input type="checkbox"/> InDesign _____	<input type="checkbox"/> InDesign _____	<input type="checkbox"/> Jazz _____	_____
<input type="checkbox"/> Illustrator _____	<input type="checkbox"/> Illustrator _____	<input type="checkbox"/> CD _____	_____
<input type="checkbox"/> Freehand _____	<input type="checkbox"/> Freehand _____	<input type="checkbox"/> E-Mail _____	_____
<input type="checkbox"/> Photoshop _____	<input type="checkbox"/> Photoshop _____	<input type="checkbox"/> FTP _____	_____
<input type="checkbox"/> FrameMaker _____	<input type="checkbox"/> FrameMaker _____		
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____		

Please check with us first

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PLEASE INCLUDE HARD COPY

Current Yes No Spot Varnish-Indicate where
100% Yes No the varnish is to print.

IMAGING SPEC (WHAT YOU WANT)

FILE NAME(S) TO OUTPUT _____

175 Line Screen (Specify if otherwise) _____
Output Film at 100% (Specify if otherwise) _____

Final Flat Trim Size: _____
Final folded size: _____

- Process Color
- Spot Color(s) (List) _____
- Convert all spot colors to process
- Varnish Flood Spot (indicate on hard copy)
- Aqueous Dull Gloss

Proof Type: Laser Loose Iris Composite Iris
 Digital Blueline Spectrum Proof

CHECKLIST (WHAT WE NEED)

- CMYK (Not RGB)
- Hi-Res Photos or PS images placed. (Lo-Res for APR)
- Define PMS as Spot Color (Not Process) for Spot Color Separations.
- Include support files
- Update links to support files
- 1/8" Bleed when applicable

- Screen and Printer fonts included.
- Delete unused colors and fonts from color palettes, style sheets and files.
- Delete extraneous items from pasteboard.
- Hard copy furnished along with electronic file.
- Dummy showing pagination, folds, pockets, etc.
- Has a Die Line been created?**

OTHER INFO (WHAT WE DON'T KNOW)

