



File Prep Checklist

Customer Name: _____ Date: _____

Contact: _____ Phone: _____

Job Number: _____ Purchase Order Number: _____

Project Due Date: _____ Approval Needed: _____

File Specifications:

System Created In: PC Mac OS9 Mac OSX Other: _____

Program and version used: _____

Pantone Colors, if any used: _____

- ALL the files, and ONLY the files needed to produce your job are included.
- Filename(s) needed for output clearly stated.
- Program and operating system are clearly stated.
- Final laser output is included.
- Color sample included, if critical color matching is required.
- All fonts in document and supporting eps files are changed to outlines wherever possible.
- All fonts used in the creation of the document are included- Screen AND Printer fonts.
- Document has been sized to final dimensions needed- or a percentage has been used.
- Linked images are uncompressed (no LZW, etc.)
- Hi-Res versions of images or scans are linked.
- Color Profiles of scanned images are attached to the scans, and are Adobe 1998 for RGB, or U.S. Web Coated (SWOP) v.2 for CMYK images.
- Edges of boxes filled with color images have been checked to see they fill out all the way, and are not going to show an unintended white line.
- Images requiring "extra" image or blank (white) material have been created as such in the file. "Bleeds" have not been used to accomplish this.

If you have any questions about proper file prep, please call (216)-391-0988.