

PLEASE SUBMIT

PDFs (native files are optional)

SPB Submission Form

Print-Outs (optional)

SUBMISSION FORM

CUSTOMER

Contact Person _____ E-mail _____

Address _____ Phone _____

City _____ State/Prov. _____ Country _____

PROJECT

Title _____ Trim Page Size ____ x ____ , Landscape Portrait Square

Number of Pages _____ Submitting files by: CD/DVD FTP Dropbox Other

Software Used _____ Platform Mac PC

PROJECT MATERIALS

- | | | |
|---|---|-----------------------|
| <input type="checkbox"/> Completed Prepress Submission form | Native files: Adobe InDesign (File > Package) | Microsoft Word |
| <input type="checkbox"/> Laser print-out, black and white, of all files | <input type="checkbox"/> PDFs saved as "Press Quality", ver 1.3, "All Printers Marks", use doc bleed settings, no spreads | |
| <input type="checkbox"/> All linked images, text, fonts | <input type="checkbox"/> Spot varnish file (if quoted) | |
| <input type="checkbox"/> Fonts used. Mac users: Include screen and printer fonts. (Please list fonts) _____ | | |

Include applicable files (if quoted). We will provide template and / or dimensions for covers and spine width.

Separate Files:

- | | |
|--|--|
| <input type="checkbox"/> Coverwrap (Back cover, spine, and front cover on one sheet.) | <input type="checkbox"/> Text |
| <input type="checkbox"/> Dust jacket (Back flap, back cover, spine, front cover, and front flap on one sheet.) | <input type="checkbox"/> Spot varnish for interior pages |
| <input type="checkbox"/> Foil / blind stamp for cover and spine dies | <input type="checkbox"/> Endpapers |

CLEAN-UP FILES

- | | |
|---|---|
| <input type="checkbox"/> Images scanned at 300 dpi or greater, AND at size they will appear when printed | |
| <input type="checkbox"/> Bleeds, 0.125" set-up (File > Document Settings, then select Bleeds) | |
| <input type="checkbox"/> Images cropped to area shown on page | <input type="checkbox"/> Unused ink(s) deleted from swatches |
| <input type="checkbox"/> Unused pasteboard elements deleted | <input type="checkbox"/> Process, not spot ink, unless quoted 5 color / 5 color |
| <input type="checkbox"/> Images are placed and linked (not embedded) | |

FILE FORMATS

- | | |
|---|--|
| <input type="checkbox"/> Color converted to CMYK mode, not RGB. US Coated Sheetfed, v. 2 | <input type="checkbox"/> Line art / logos / illustrations in TIFF or EPS |
| <input type="checkbox"/> Image files in TIFF format (JPGs are okay, but TIFFs are stable and recommended) | <input type="checkbox"/> Images files with clipping paths in EPS |
| <input type="checkbox"/> Each color has only one name, one swatch | |

COMMENTS
