**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**

- Completed Prepress Submission form
- Laser print-out, black and white, of all files
- All linked images, text, fonts
- 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:**

- Coverwrap (Back cover, spine, and front cover on one sheet.)
- Dust jacket (Back flap, back cover, spine, front cover, and front flap on one sheet.)
- Foil / blind stamp for cover and spine dies

- Text
- Spot varnish for interior pages
- Endpapers

**CLEAN-UP FILES**

- Images scanned at 300 dpi or greater, AND at size they will appear when printed
- Bleeds, O125” set-up (File > Document Settings, then select Bleeds)
- Images cropped to area shown on page
- Unused pasteboard elements deleted
- Images are placed and linked (not embedded)

- Unused ink(s) deleted from swatches
- Process, not spot ink, unless quoted 5 color / 5 color

**FILE FORMATS**

- Color converted to CMYK mode, not RGB
- Image files in TIFF format (JPEGs are okay, but TIFFs are stable and recommended)
- Each color has only one name, one swatch

- US Coated Sheetfed, v. 2
- Line art / logos / illustrations in TIFF or EPS
- Images files with clipping paths in EPS

**COMMENTS**

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