

PLEASE SUBMIT

- PDFs** (native files are **not** needed)
- SPB Submission Form**
- Print-Outs** (usually unnecessary)

SUBMISSION FORM

CLIENT

Contact Person: _____ E-mail: _____
Address: _____ Phone: _____
City: _____ State/Prov.: _____ Country: _____

PROJECT

Title: _____ Trim Page Size _____ x _____, Landscape Portrait Square
#f Pages (not leaves. 1 leaf = 2 pages): _____ Submission: Dropbox FTP CD/DVD Other: _____
Software: Adobe InDesign Microsoft Word Other: _____

PROJECT MATERIALS

- Completed Prepress Submission form
- PDFs saved as "Press Quality", Acrobat 4, ver 1.3, "All Printers Marks", use "doc bleed settings". Use "Pages" not "Spreads".
- All linked (not embedded) images, text, fonts

MAKE A SEPARATE PDF FILE FOR EACH APPLICABLE PART TO BE PRINTED:

- Interior pages
- Cover, if soft cover. (Back cover, spine, and front cover in one PDF.)
- Cover wrap, if printed hardcover. (Use SPB measurement for back cover, spine, and front cover plus margins in one PDF.)
- Cover wrap, if material covered hardcover, if quoted.
(Include an applicable PDF for each: foil emboss, deboss, stamp, blind stamp, UV coated sticker for cover.)
- Dust jacket, if hardcover, if quoted. (Back flap, back cover, spine, front cover, and front flap in one PDF.)
- Spot varnish for interior pages, if quoted.
- Foil / blind stamp for cover and spine dies, if quoted.
- Endpapers

CLEAN-UP FILES

- Images scanned at **300 ppi or larger, AND at size they will appear when printed or larger**
- Bleeds, 0.125" set-up (File > Document Settings, then select Bleeds)
- Process CMYK inks, not SPOT ink, unless quoted 5-color
- Images are "placed" (not embedded)

FILE FORMATS

- Color converted to CMYK, not RGB. **US Sheetfed Coated, v. 2.** Uncoated paper uses **US Sheetfed Uncoated, v. 2**
- Line art / logos / illustrations in TIFF or EPS
- Image files in TIFF format (JPGs are okay, but TIFFs are stable and recommended)
- Each color has only one name, one swatch. Unless a **SPOT** ink is used for a secif reason, color swatches should be in CMYK **PROCESS** color.

COMMENTS
