

80 YEARS OF EXCELLENCE

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PREPRESS INFORMATION FORM

Date In: _____

Company Name: _____

Contact Person: _____

Phone: _____ Ext: _____

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**THIS FORM SHOULD BE COMPLETED BY THE PERSON PREPARING THE FILES AND DISKS.
PLEASE COMPLETE ALL SECTIONS.**

1 PRINT WINDOW OF DISK CONTENTS INCLUDED?

(open all folders to show all contents)

Yes No

2 ACTUAL SIZE LASER OUTPUT OF ALL PAGES INCLUDED?

Yes No Bleed Yes No Final Job Size: _____

3 COMPUTER TYPE

IBM MAC

4 FILE TYPES

Quark Xpress, version # _____ Pagemaker, version # _____

Illustrator, version # _____ Freehand, version # _____

Photoshop, version # _____ In Design, version # _____

Other, please specify: _____

5 ELECTRONIC MEDIA SUPPLIED

Zip Qty: _____ CD Rom Qty: _____ Other Qty: _____

6 ELECTRONIC FILE TRANSFER

Via Email Via FTP

File(s) Name: _____ Date Sent: _____

7 FILE NAMES TO BE OUTPUT

OF PAGES

1. _____

2. _____

3. _____

4. _____

5. _____