

# ELECTRONIC ORDER CHECKLIST

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Please fill out and return with order.  
Call with any questions.



Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

How will the order be submitted?  FTP  Email  CD  250 mb Zip  100 mb Zip  3.5" Floppy

Name of Document: \_\_\_\_\_ Final Size: \_\_\_\_\_ x \_\_\_\_\_ Bleeds (No. of sides): \_\_\_\_\_

Colors to be Used on Job:  Black Ink Only  Spot Color(s)  Full-Color (Process)

Please include a **current** printout of your document. At what percent was it printed: \_\_\_\_\_% Please indicate crop marks.

SOFTWARE	<b>MAC:</b> version	<b>IBM/PC:</b> version	<b>IBM/PC: Limited output software</b>
	InDesign (CS3 or earlier) v. _____	QuarkXPress (6.1 or earlier) v. _____	<b>Microsoft Word:</b> Machine specific, if using default margins it works for black or cmyk.
	QuarkXPress (6.5 or earlier) v. _____	If using a newer version of Quark, furnish a PRESS QUALITY PDF. PDF must be made with spot color or process color, depending on your layout/design.	<b>Excel:</b> Good for black forms.
	If using a newer version of Quark, furnish a PRESS QUALITY PDF. PDF must be made with spot color or process color, depending on your layout/design.	PageMaker (7.0 or earlier) v. _____	<b>Power Point:</b> Good for black or cmyk.
	PageMaker (7.0 or earlier) v. _____	InDesign (CS3 or earlier) v. _____	<b>Publisher:</b> Good for black. Works 95% of the time on cmyk. Works 5% of the time on spot colors, to do spot colors, design in black and cyan.
	Illustrator (CS3 or earlier) v. _____	Illustrator (9.0.1 or earlier) v. _____	
	Photoshop (CS3 or earlier) v. _____	Photoshop (6.0 or earlier) v. _____	
	Adobe PDF (must be <u>press quality</u> with <u>all</u> fonts embedded)	Adobe PDF (must be <u>press quality</u> with <u>all</u> fonts embedded)	
		Other _____	
	<p>The following software is limited in output data. If you're using any of the following programs: <b>Corel Draw, Microsoft Publisher, Microsoft Word, Excel, Powerpoint, Autocad or Print Shop</b>, please call our Design Dept. (402-564-4443) before you begin designing for time and money saving instructions on how to save your file:</p>		

**YES NO NOT SURE If you're unsure how to do the following steps, please call our Design Dept. and we'd be happy to assist you.**

- Did you set up the file on the correct size document for exact positioning?
- Is all art and text at least 1/4" (1/8" for business cards) away from the edge of the paper (unless it is intended to bleed)?
- Do all bleeds extend beyond the edge of the paper by 1/8"?
- Have you spell checked your document?
- Have you made all strokes or rules thicker than 0.3 pt. width?
- Did you use the actual typestyle of the font, not the style palette (for bold or italics)?
- Have you applied trapping? We prefer NO trapping.
- Is all black text 100% black, not "rich black" such as Photoshop uses?
- Are all full-color images saved as CMYK, not RGB?
- Are the colors for all spot-color orders set to be spot, and for all full-color orders set to be process (CMYK)?
- Is all scanned line art and type at 600 dpi (or more), saved as a bitmap tif (not greyscale), and at the correct size to print?
- Are all full-color and/or greyscale photos at 300 dpi and at the correct size to print?
- Are all imported images saved as EPS or TIF formats?
- Have you included all screen and printer fonts used in the document? (If any eps files contain fonts that have not been converted to outlines, those fonts will be needed to output your job as well.)
- Is the status of all imported pictures/graphics "OK", not "Modified" or "Missing" (Use the Picture Usage Box in QuarkXPress or Link Box in PageMaker or InDesign to check).
- Did you include all supporting files? Using the Collect for Output (Quark) or Save for Service Provider (PageMaker or InDesign) utilities will ensure that all linked files will be gathered to send to us.
- Did you send only the files and fonts that are needed for output?

**To avoid extra charges or production delays, please follow these guidelines. If we need to do additional work, we charge \$53/hour.**

Please note anything in your files that requires special attention: \_\_\_\_\_