

# PREPRESS SERVICES: OUTPUT SPECIFICATIONS

## General Information —

Customer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact person: \_\_\_\_\_ Fax: \_\_\_\_\_

General job description: \_\_\_\_\_

Total number of pages: \_\_\_\_\_ Final trim size \_\_\_\_\_ X \_\_\_\_\_ inches Colours:  B/W  CMYK

Ready for output  Prepress services required Spot colours: \_\_\_\_\_

Requisition No.  
\_\_\_\_\_

Previous Req'n No.  
\_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Coordinator: \_\_\_\_\_

## Output Information — to be filled in by client

### IMPORTANT:

- Did you send a *copy* of your file(s), *not* the original?
- Did you send only final versions of files to be output and delete all old files?
- Did you use "Collect for Output" or "Save-as, copy all files" command to load transport disk?
- Did you label and name *all* of your disks?
- Did you include a "Print Window" directory of disk contents?
- Did you send a laser proof of *all* files at 100% to be output with file name clearly written on it?
- Did you clearly mark each layout element with desired printing colour?
- Did you clearly mark any graduated screens with their beginning and ending screen values?
- Did you allow .125" bleed in all layout elements that touch a page edge?
- Did you include all fonts used in documents and graphics (screen fonts/printer fonts)?
- Did you include all graphic files (tiff, eps) and fonts used to create them?
- Did you mark all graphics "LIVE" or "FPO" (For Position Only) with the graphics file name clearly indicated on your laser proof?
- Did you clearly indicate on your laser proof whether or not keylines print?
- Did you save your colour images in CMYK mode?
- Did you use only Pantone, Tru Match, Focal Tone or process color CMYK in defining any colour elements?
- Did you change the default colour names of any Pantone colours?
- Did you supply a Document Report for each page document?

**Media supplied**  Mac  PC

Floppy  44/88/200 SyQuest  4 mm DAT

600 mb Optical  CD-ROM  Hard drive

Sent by modem  Other

**Software/version used**  Mac  PC

QuarkXPress  PageMaker/  Illustrator/

Photoshop/  Corel Draw/  Freehand/

Other

Files saved as  PRN files  PS files

Compression software used  Stuffit  DiskDoublor

PKZip  Other

**Hard copy supplied**  Laser proof  Colour proof

Document name \_\_\_\_\_ Number of pages \_\_\_\_\_ Actual size \_\_\_\_\_

### Fonts used

Adobe/Lino  AGFA  TrueType  Image Club  Other

Please list all font families

**Images used**  Mac  PC

Client-supplied high-resolution  Client-supplied FPO

APR (Automatic Picture Replacement in SyQuest)

OPI (Open Prepress Interface)  
File format used  TIFF  EPS  DCS  PhotoCD

Other

Archive scans requested

**Trapping**  Provided by client@0. \_\_\_\_\_ "

Provided by client@\_\_\_\_\_ pt

To be done by

### Special instructions

### Colour information

Black only  CMYK  Varnish

Spot colours: #1 PMS

\_\_\_\_\_ #2 PMS

**Proofing**  Laminate  Overlay

Laser colour proof

B/W laser proof

**File storage** Keep files  Yes  No

Images  Graphics  Pages  All

Return files  Unchanged  Updated