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Expect Excellence

ELECTRONIC IMAGING CHECKLIST

To aid us in outputting the digital artwork you are submitting, please complete this form with the information requested below and return it with the artwork or by FAX as soon as possible. You may also e-mail your artwork to prepress@andex.net. Thank you.

CUSTOMER INFO

Company: _____ Contact: _____

Phone: _____ Fax: _____ Date: _____

Address: _____

Project Name: _____

Product to be printed (Blister Cards / Skinboard / Insert Cards / Other, etc.) _____

MEDIA INFO

* Mac format preferred CD FTP Site (contact us) E-Mail (prepress@andex.net)

Other _____ Compressed, using _____

Return disk to customer: Yes No

FILE INFO

How many files need to be output? _____ File Names: _____

List the graphics that need to be included: _____

Latest hard copy / laser print included: Yes No

SOFTWARE INFO

*Preferred Software (files "saved as" version noted): *QuarkXpress, v 7.0 *Adobe Illustrator CS2

FreeHand MX Adobe PhotoShop CS2 Adobe InDesign CS2

Extensions or filters used: _____

What format are the graphics saved in? TIFF EPS* Others _____

**All original graphic files must be included on the disk with EPS files so that trapping and other necessary output options can be addressed.*

These are the original applications that all the documents have been created in.

Some of the enclosed documents have been converted from other applications or platforms. If this applies, list the originating applications and the conversion course: _____

FONT INFO

Please list all fonts (including vendor or manufacturer, i.e. Adobe) used in your documents and EPS graphics.

COLOR INFO

Four color process or Match colors* (number of colors: Front _____ , Back _____)

List all PMS colors: _____

*Delete any unused colors within the document. If match colors are to be used for printing, make sure they are not scheduled for process separation.

Have you...

- Sent only necessary files?
- Made a back-up of all your files?
- Labeled all of your disks? (send copies only – retain “originals”)
- Included latest laser proofs or copy of all your files?
- Printed your own laser separations and achieved the expected results?
- Included all “linked” graphics, original graphics, EPS’ and TIFFS?
- Labeled your colors identically from document to document?
- Included screen and printer fonts?

Additional comments/instructions: _____

DIGITAL ARTIST INFO

IMPORTANT: If questions arise as we work on this project, we may need to speak directly with the Digital artwork generator. Please provide the following information:

Name: _____ Company: _____

Phone: _____ Fax: _____

E-Mail: _____