



FILE PREPARATION CHECKLIST

Please remember to include the following:

- Clearly labeled transport disks (specify Mac or PC format), including
 - All page layout files (the most up-to-date versions)
 - All graphics used in your files (photos and logos)
 - All fonts used in your files (screen and printer)
- A printed directory of the disk, listing all the files you have used
- A laser printout of the final version of the job (in color, if possible, at 100%)
- A folding dummy for die-cut or complex jobs
- A complete set of specifications for your job, including delivery instructions

When submitting jobs electronically:

- Please include an unstuffed PDF along with the source files so that we can review your job before it goes into production.