

# Electronic Order Checklist

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



2100 Avenue A • Kearney, NE 68847 • 308.237.4677 • fax 308.237.4329

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

How will the order be submitted?  FTP  Email  CD  USB Drive  250mb Zip  100mb 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.

software

	version		version
QuarkXPress (6.1 or earlier)	_____	Microsoft Word	_____
PageMaker (7.0 or earlier)	_____	Excel	_____
InDesign (CS2 or earlier)	_____	Power Point	_____
Illustrator (CS2 or earlier)	_____	Publisher	_____
Photoshop (CS2 or earlier)	_____		
Adobe PDF	_____		

(must be press quality with all fonts embedded)

We also have Stuffit for compressed files.

***If you are working from a Mac please convert all fonts to curves and include all fonts on disk. Another option is to provide the file as a pdf.***

**To avoid extra charges or production delays, please follow these guidelines. If we need to do additional work, we charge \$40/hour.**

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | If you're unsure how to do the following steps, please call our Design Dept. and we'd be happy to assist you.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 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)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do all bleeds extend beyond the edge of the paper by 1/8"?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you spell checked your document?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you use the actual tpestyle of the font, not the style palette (for bold or italics)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is all black text 100% black, not "rich black" such as Photoshop uses?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all full-color images saved as CMYK, not RGB?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the colors for all spot-color orders set to be spot, and for all full-color orders set to be process?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 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?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all full-color and/or greyscale photos at 300 dpi and at the correct size to print?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all imported images saved as EPS or TIF formats?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you included all screen and printer fonts used in the document?<br>(If any EPS files contain fonts that haven't been converted to outlines, those fonts will be needed to output your job as well) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the status of all imported pictures/graphics "OK," not "Modified" or "Missing?"<br>(Use the Picture Usage Box in QuarkXPress or Link Box in PageMaker or InDesign to check.)                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you include all supporting files?<br>Using the Collect for Output (Quark) or Package (PageMaker or InDesign) utilities will ensure that all linked files will be gathered to send to us.            |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you send only the files and fonts that are needed for output?   |

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

---

---

---