



ny 212.941.8300 sf 415.433.3488 dc 202.462.5436 uk 0203.170.8700 sp 34.93.327.88.37

ABOUT YOU

Company Name:

Contact Person:

Telephone:

E-mail:

ABOUT YOUR PROJECT

Project Title:

Trim Page Size:

Number of Pages:

Number of Disks Submitted:

Platform (Mac or PC):

Applications Used:

CHECK THAT YOU HAVE INCLUDED ALL OF THE FOLLOWING:

- All transparencies (Number of transparencies:)
- All reflective artwork (Number of pieces of reflective artwork:)
- All linked images and text
- A complete black and white laser print out
- A file directory print-out
- All required fonts (Please list):

CHECK THAT YOU HAVE SIMPLIFIED YOUR FILES:

- Sending just the files that are needed
- Graphics simplified (blends/paths)
- Unused color deleted
- Hidden elements deleted
- Images scanned at appropriate file size
- Images cropped to area shown on page
- Unused pasteboard elements deleted
- Bleed and trim marks

CHECK THAT YOU HAVE SUBMITTED THE CORRECT FILE FORMATS:

- All colors set to CMYK, not RGB
- Image files in TIFF
- Each color has only one name
- Line art / logos / illustrations in EPS
- Images files with clipping paths in EPS

COMMENTS: