

File Submitted by: _____ Contact Phone # _____

Exact Name of Layout File to be used _____

File Submitted Via: CD DVD USB FTP E-mail Format: MAC PC

Applications Used (check all that apply)

_____ Quark XPress Version _____
(up to version 6.5; Save as PDF for 7 or higher)

_____ Adobe Photoshop Version _____
(up to version CS3)

_____ Adobe Pagemaker Version _____
(up to version 7)

_____ PDF File (*Please see our website about downloading our print driver, or save as High Quality*)

_____ Freehand Version _____
(up to version MX 11.0.2)

_____ InDesign Version _____
(up to version CS3)

_____ Adobe Illustrator Version _____
(up to version CS3)

****We do NOT accept files from Corel Draw or Microsoft Publisher. Please save a PDF or JPEG.***

The following information applies to both Macintosh and PC format files.

The page size of your document should be the final trimmed size of your printed piece.

If they are left in RGB mode, we will need to convert the color mode, causing possibly unwanted color shifts

PostScript Printer and Screen Fonts must always be sent together. THEY WILL NOT PRINT CORRECTLY WITHOUT BOTH PARTS. Convert all fonts to outlines when possible.

Images should be at least 300 dpi in resolution. Do not interpolate images, as this does not improve quality

Any graphic, photo or background color that prints to the edge of the page must be extended 1/8" off of the page size to allow for bleed. Please keep text within live area.

If you are saving files as JPEGs, make sure they are set to the highest quality compression level. We recommend saving as TIFFs.

A color or black and white hard copy must be supplied with any job turned in to Gateway Printing.

If you are making a book or a multiple page document only send one document with the correct number of pages in it. If you are printing in full color, all of your images must be converted to CMYK.

Please compress files when e-mailing. Please return this form with files. Contact Pre-press Department at (956) 383-3861 if you have any questions.

CHECKLIST

Please complete and turn in with the disk and hard copies when order is placed. Although Gateway Printing will make every effort to find any mistakes before plates are made, that is not always possible and your file is ultimately your responsibility. Please review this checklist carefully to prevent any problems or extra expense.

- _____ Laser prints of your final document are enclosed.
- _____ All artwork, photos or links are included on disk.
- _____ All fonts (both printer and screen fonts) used in the layout as well as any eps files are included.
- _____ All scanned or digital photos are the correct resolution. (A minimum of 300 dpi or 150 line screen)
- _____ All RGB images have been converted to CMYK.
- _____ You have run spell check on your document.

I HAVE COMPLETED THE CHECKLIST ABOVE AND EXAMINED MY FILES AND CONSIDER THEM "PRINT-READY".

SIGNATURE: _____

DATE: _____