

Incoming Disks

Date _____ Company _____

Phone _____ Contact Name _____

Which platform was used? Macintosh PC

Which application(s) was/were used?

- Microsoft Word v. _____ Adobe Illustrator v. _____
 Microsoft Excel v. _____ Macromedia Freehand v. _____
 Microsoft Publisher v. _____
 Adobe PageMaker v. _____
 Adobe Photoshop v. _____ Other _____

No. of colors: _____ Pantone #'s: _____

Are colors separated? Y N

(If not separated, we will charge to do so.)

Convert RGB into CMYK or Spot Colors:

- 4 Color (CMYK) process? Black with Spot color(s)?

Does it contain photos or graphics? Y N

Did you include a separate graphic file for each image? Y N

(Please do so if possible)

Which graphic format was used?

- eps (.eps) illustrator (.ai)
 tiff (.tif) freehand (.fh* or .fh9)
 jpeg (.jpg) photoshop
 Other _____

Which fonts were used? _____

Did you include them on your disk? Y N

(Postscript fonts: both screen and printer files required: On PC: .pfb & .pfm)

Mac screen fonts:   Mac printer fonts:  

Did you provide a hard copy? Y N

Printer Used: Inkjet Laser Full-sized? Reduced?