



Client: _____
 Contact Person: _____
 Email: _____
 Phone number: _____ PO Number: _____

PrePress Output Form

Total number of documents to be printed ▶

File 1:

File name ▶		Trim size before folding ▶
# of pages ▶	Bleed amount ▶	Final folded size ▶
# of colors ▶	<input type="checkbox"/> Black <input type="checkbox"/> 4-color process	<input type="checkbox"/> Spot Pantone colors ▶
Varnish ▶	<input type="checkbox"/> Spot <input type="checkbox"/> Flood / <input type="checkbox"/> Gloss <input type="checkbox"/> Dull <input type="checkbox"/> Matte	<input type="checkbox"/> Process match colors ▶

File 2:

File name ▶		Trim size before folding ▶
# of pages ▶	Bleed amount ▶	Final folded size ▶
# of colors ▶	<input type="checkbox"/> Black <input type="checkbox"/> 4-color process	<input type="checkbox"/> Spot Pantone colors ▶
Varnish ▶	<input type="checkbox"/> Spot <input type="checkbox"/> Flood / <input type="checkbox"/> Gloss <input type="checkbox"/> Dull <input type="checkbox"/> Matte	<input type="checkbox"/> Process match colors ▶

File 3:

File name ▶		Trim size before folding ▶
# of pages ▶	Bleed amount ▶	Final folded size ▶
# of colors ▶	<input type="checkbox"/> Black <input type="checkbox"/> 4-color process	<input type="checkbox"/> Spot Pantone colors ▶
Varnish ▶	<input type="checkbox"/> Spot <input type="checkbox"/> Flood / <input type="checkbox"/> Gloss <input type="checkbox"/> Dull <input type="checkbox"/> Matte	<input type="checkbox"/> Process match colors ▶

File 4:

File name ▶		Trim size before folding ▶
# of pages ▶	Bleed amount ▶	Final folded size ▶
# of colors ▶	<input type="checkbox"/> Black <input type="checkbox"/> 4-color process	<input type="checkbox"/> Spot Pantone colors ▶
Varnish ▶	<input type="checkbox"/> Spot <input type="checkbox"/> Flood / <input type="checkbox"/> Gloss <input type="checkbox"/> Dull <input type="checkbox"/> Matte	<input type="checkbox"/> Process match colors ▶

File 5:

File name ▶		Trim size before folding ▶
# of pages ▶	Bleed amount ▶	Final folded size ▶
# of colors ▶	<input type="checkbox"/> Black <input type="checkbox"/> 4-color process	<input type="checkbox"/> Spot Pantone colors ▶
Varnish ▶	<input type="checkbox"/> Spot <input type="checkbox"/> Flood / <input type="checkbox"/> Gloss <input type="checkbox"/> Dull <input type="checkbox"/> Matte	<input type="checkbox"/> Process match colors ▶

Proof Requested ▶ PDF Lasers Contract Color Proof Digital Dylux Qty ▶
 If PDF is requested, email address to send PDF proof to ▶

Program(s) used ▶ Quark InDesign PageMaker Freehand Illustrator Acrobat Other

Included as hard copy:

- Color or B/W lasers
- Color or B/W mock-up showing folds, cuts, perms, scores, varnishes.
- Listing of disk contents
- Prepress form & checklist

Included electronically on disk:

- Final layout file (QuarkXPress / InDesign)
- All high-res images (Photoshop)
- All vectored graphics (Illustrator / Freehand)
- All fonts (including those in placed graphics)
- PDF Go-by

Additional instructions:

For best results, please use Adobe Acrobat 7.0 or later (Reader or full version) if filling out this form electronically.



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File Preparation Checklist

General ▶

- Spell check has been completed
- Element consistency has been checked (color usage, repeating page items)
- Unnecessary objects have been removed from all files and pages:
 - Pasteboard objects
 - Objects hidden behind layers in Quark, InDesign, PageMaker, Freehand, and Illustrator files
 - Unused layers in Quark, InDesign, PageMaker, Freehand, and Illustrator files

Page Geometries ▶

- Pages are built as single pages (no reader/printer spreads - especially important for perfect-bound jobs)
- All pages are created to final trim size (before folding)
- Bleeds are pulled to a minimum of 1/8" (.125) on all needed sides of the page (perfect-bound jobs require all 4 sides)
- Trim size (before folding) has folds taken into account (panel sizes may vary in files with more than one fold)

Color ▶

- Color usage is consistent throughout all files:
 - Consistent Pantone library usage (Solid Coated versus Solid Uncoated, etc.)
 - Spot colors that will print on press as spot colors are set to spot; others have been converted to process
 - Unused colors have been removed from all files
- Gradients have been made properly:
 - No Pantone to white gradients are used (use 0% of the Pantone color instead of white)
 - No Pantone to process gradients are used
- Registration* or [*Registration*] color has not been used on any page content
- Rich blacks (where necessary) are defined as 63% cyan, 52% magenta, 51% yellow, and 100% black

Images & Graphics ▶

- Picture Usage / Links have been checked and there are no missing or modified links
- Optimal high-res images:
 - are in Bitmap, Grayscale, CMYK, or Mono/Duo/Tri/Quadtone color mode (no RGB is used)
 - are at least 300dpi at 100% for grayscale and color images
 - are at least 600dpi at 100% for bitmap images
 - are NOT embedded into final layout file (they are linked only)

Fonts ▶

- Font usage has been checked and there are no missing fonts (including those used in placed graphics)
- Used fonts have not been style-mapped (bold, italic, outline, shadow, etc.)
 - (Used fonts are made bold, italic, or bolditalic using the fonts **real** bold, italic, or bolditalic designation)
- Fonts used in placed graphics have been converted to paths where necessary
 - (Full page files containing large amounts of text should not be converted to paths)
- Multiple Master and Apple's dFont file types have not been used

Final ▶

- Collect for Output/Package/Save for Service Provider feature has been used and all objects have been collected