

## PREPRESS OUTPUT REQUEST

Thank you for the opportunity to bid on your print project. In an effort to streamline our customer service, we would like to gather as much information as possible on your electronic files with acceptance of your order. Program versions have become extremely important in expediting your order. *Please forward this form to your designer to be submitted with your file or fax to the above number.*

**JOB NAME** \_\_\_\_\_

**PLATFORM**

- MAC**     OS X     OS 9  
 **PC**

**Time file uploaded**

\_\_\_\_\_ am/pm PST.

**OUTPUT PROGRAM** (Industry Standards)

- QuarkXpress version \_\_\_\_\_     PageMaker version \_\_\_\_\_  
 InDesign version \_\_\_\_\_     FreeHand version \_\_\_\_\_  
 Illustrator version \_\_\_\_\_     Photoshop version \_\_\_\_\_  
 Acrobat PDF (Hi-Resolution only.) version \_\_\_\_\_  
 Other \_\_\_\_\_ version \_\_\_\_\_

Note: We will only accept Hi-Resolution pdf's, with all font's embedded, from the following programs. MS Word, Corel, MS Publisher, Excel, WordPerfect, Persuasion or PowerPoint. **Exceptions will only apply after file review.**

- Fonts included     Fonts outlined

**CURRENT COMPOSITE PROOFS ARE REQUIRED**

Composite and separated proofs are preferred with crop marks and bleeds.

- Laser proofs     PDF proofs     Composite     Separated

**Thank you** for taking the time to provide this information.