

- 1) Type of Disk(s) Supplied and How Many _____
- 2) List All Software Applications Used _____

- Name of File(s) for Output _____

- 3) A Directory Printout of Your Disk
- 4) Final Updated Laser Prints of Your File
- 5) All Screen and Printer Fonts on Your Supplied Disk
- 6) All Scans are CMYK, Not RGB
- 7) All Scans are High Resolution – At Least 300 DPI at Final Reproduction Size
- 8) All Scans are Properly Placed in Your File and on Your Supplied Disk
- 9) All Images are Saved in TIFF or EPS File Format and on Your Supplied Disk
- 10) If Requesting Scans:
 Number of Originals Provided for Scanning _____
 Positions indicated For Placement - FPO
 Supply Low Resolution (OPI) Images

Media Accepted

- Floppy Disks
- Syquest Disks 44MB, 88MB
- Zip Disks
- Jaz Disks
- CD'S

Preferred Programs

- QuarkXpress
- Adobe Pagemaker
- Adobe Photoshop
- Adobe Illustrator

CUSTOMER INFORMATION

COMPANY NAME: _____

PHONE: _____

FAX: _____

SPECIAL COMMENTS: _____

FILE PREPARED BY: _____