

CUSTOMER SUPPLIED ARTWORK CHECKLIST

Customer Name: _____

Job Description: _____ Sample Included? Yes No

Final Output Size: _____ x _____ Bleeds (No. of sides) _____

Disk Information: Macintosh IBM/PC 3.5" Floppy 100MB Zip CD Emailed

Color Printing: Spot Color 4 Color Process

Software Used: Macintosh: QuarkXpress IBM/PC QuarkXpress

InDesign Publisher

Illustrator Word

Photoshop

- Include color mockup (folded)
- No RGB files: indicate spot colors and all 4 color to be set as process (CMYK)
- Delete any extra colors from the file that are not destined to print
- You must include all Fonts, both screen & printer fonts
- Set up the file on the correct size document for exact positioning
- All art and text are to be set away from the edge of the stock at least 1/8"
- All scanned line art and type at 300 dpi and at the correct size to print
- All full-color and/or grayscale photos at 300 dpi and at the correct size to print
- All placed graphics in EPS or TIFF format
- Include all supporting files
- All bleeds extend beyond the edge of the page by 1/8"

When creating pdf files, please contact us first.

Color Proofing: On all process jobs an Epson Color Proof will be provided for color matching. We cannot be responsible for color matching on computer monitors. Epson proof will be the final color match. If further Epson proofs are required for color adjustments, there will be an additional charge.

Folds: *Letter or Gate folds* – We ask that you provide a .125" gutter on both sides of your fold. If job is printing on thicker stock there may be "pushouts" please call and ask about this.

SPECIAL NOTE

*Minimal fixes will add \$25.00 to your invoice.

*Extensive fixes will be billed at \$105.00 per hour.

*Order production time is based on files being set up correctly.

If these instructions aren't followed, there will be a delay in the production of your order.



ST. GERARD PRINTING

507 N. Bicycle Path, Port Jefferson Station, NY 11776

(631) 473-2003 • Fax (631) 473-2025

email: submit@stgerardprinting.com