

Customer File Information

Date _____

Customer Name _____

Created by _____ Email _____

Phone _____ Fax _____

E-mail _____

Type of file: Mac PC

Files provided in:	version	Assembly Procedure
Quark	_____	Collect for output
Pagemaker	_____	Save for service provider
InDesign	_____	Package
Illustrator	_____	None
Photoshop	_____	flatten file
PDF	_____	Print to file and distill
Postscript (.ps)	_____	print to file

* Additional Charges may apply with the following programs, Output may vary

*Publisher	_____	Pack and Go
*Word	_____	Pack and Go
*Powerpoint	_____	Pack and Go
*Other	_____	

Are photos saved as CMYK (NOT RGB) or Grayscale?	YES	NO
Are photos and images included as separate files and are they linked? (If not, output may not be as expected.)	YES	NO
Are photos and images saved as EPS or TIFF files?	YES	NO
Are fonts included separately?	YES	NO
Have fonts been stylized by keyboard commands (bold, italic, etc.)	YES	NO
If fonts are not included, may we substitute? (If no substitutions, files may not print properly.)	YES	NO
Have elements the bleed off of page been setup properly?	YES	NO
Has customer provided hard copy of document?	YES	NO

**Note: If there is more than just the file we are to output on the disk,
WE MUST HAVE THE NAME of the file to be output.**

File Name(s) _____