

FILE SUBMISSION FORM

Company Name: _____ Contact Name: _____

Phone: _____ E-mail: _____

Today's Date: _____

Contact me if there are any problems, before any action is taken.

You have my permission to fix minor problems—I understand there may be an additional charge.

JOB INFORMATION

Job Name: _____

Number of Pages: _____ Self cover Plus cover Flat Size: _____ x _____ Folded Size: _____ x _____

I have supplied:

All supporting files [fonts and images] and printed page proof with folds, scores, cuts indicated.

High Resolution PDF with embedded fonts and printed page proof with folds, scores, cuts indicated.

Supporting raw text, photos, etc. CG will design.

Previously printed files, archived at CG: Edit information supplied. Stock plate reprint, with no changes.

Files are delivered by:

InSite CD/DVD

FTP Site: CGC FTP Site Customer's FTP Site located at: _____

Uploaded File Name: _____

E-mail to: _____

USB Flash Drive

Other: _____

My supporting documents are created in:

Quark, version _____ InDesign, version _____ Illustrator, version _____ Photoshop, version _____

Other: _____, version _____

Colors and Coatings:

PMS: _____, _____, _____, _____ [List All] Full 4-Color [CMYK] Varnish Spot Varnish Aqueous

Additional Requests:

Scans: _____ qty. Type: [Check all that apply] Full 4-Color [CMYK] Grayscale Line Art PMS _____, _____

Web PDF [When job is complete, a to-size PDF will be created for use on the Web.]

Additional Instructions:
