



Preflight Review for Electronic File Submission

Date Job Submitted: _____ Completion Date Requested: _____

Our purpose in requesting that you complete the Preflight Review is to assist you in providing trouble-free files. This will save you from possible delays in scheduling. Failure to complete this form may result in additional charges.

Company Name: _____ Contact: _____

CSR (if known) : _____ Phone # : _____ P.O. #: _____

Job Description: _____

Please Fill Out Below

Platform: MAC PC (TPS is Mac Based, however we do accept PC files.)

File Type: Application Postscript PDF (Created from Postscript)

Software (Text-T / Cover-Cr): QuarkXPress 4 PageMaker 7 (MAC only) (PC 6.5)

Photoshop 6 Illustrator 9 Freehand 8 Acrobat 4

Media: 3.5 Floppy Zip 100 CD FTP Email

File Name: _____

Output Specs: Trim Size: X _____ Drill: Yes No Tabs: Yes No

Binding Style: _____ Inserts: Yes No

Margins: Head _____ Foot _____ Outside _____ Bind _____

Page Count: _____ Proof Needed: Yes No Date: ___/___/___

Text Colors Used: _____

Cover Colors Used: CMYK Spots Colors

List Spot Colors: _____

Hard Copy Included : Yes No

Please Fill Out Preflight Check List.

- | | |
|--|---|
| <input type="checkbox"/> Job supplied in supported format
<input type="checkbox"/> All fonts included (including fonts for eps images)
<input type="checkbox"/> All graphics included & saved at 300-600 dpi
<input type="checkbox"/> All media needed for job included & clearly marked
<input type="checkbox"/> Color separations made & trapped
<input type="checkbox"/> Color in spot, CMYK or grayscale
<input type="checkbox"/> Bleeds extended 1/8"
<input type="checkbox"/> All fonts embedded or subset in Pdf
<input type="checkbox"/> Pdf made with Distiller at 300-600 dpi
<input type="checkbox"/> Spine width correct
<input type="checkbox"/> Hard copy supplied | <input type="checkbox"/> Margins consistent
<input type="checkbox"/> Files match furnished hard copy
<input type="checkbox"/> Double check job
<input type="checkbox"/> Read page 2 of <i>Preflight Review for Electronic File Submission</i>

<p style="text-align: center;">Please sign and return page 1 with job submission.</p> <p>Signature: _____</p> <p>Date: _____</p> |
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