



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 and/or incurring additional charges. Failure to complete this form may result in additional charges.

Company Name: _____ Contact: _____
 Estimator Or
 CSR (if known) : _____ Phone # : _____ P.O. #: _____

Job Description: _____

Please Fill Out Below

Unless otherwise indicated on your estimate, files need to be furnished as follows: 1 or 2 pdf files for interior text and 1 pdf or 1 native file for cover. If supplied differently details of additional charges are available upon request.

Platform: ___MAC ___PC

File Type: ___Application ___Postscript ___PDF

Software (Text-T / Cover-Cr): ___QuarkXPress 9.5
 ___Photoshop CS6 ___Illustrator CS6 ___Indesign CS6 ___Acrobat 10

Media: ___Flash Drive ___CD ___DVD ___Electronic ___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 ___RGB ___Spot Colors
 List Spot Colors: _____

Hard Copy Included : ___Yes ___No

Please Fill Out Preflight Check List.

- | | |
|---|--|
| <p>___ Job supplied in supported format</p> <p>___ All fonts included (including fonts for eps images)</p> <p>___ All graphics included & saved at 300-600 dpi</p> <p>___ Only the media needed for job included & clearly marked</p> <p>___ Colors in Spot, CMYK, RGB or grayscale</p> <p>___ Bleeds extended 1/8"</p> <p>___ All fonts embedded and subset 100% in Pdf</p> <p>___ Pdf made with Distiller at 300-600 dpi</p> <p>___ Spine width correct</p> | <p>___ Hard copy supplied</p> <p>___ Margins consistent</p> <p>___ Files match furnished hard copy</p> <p>___ Double check job</p> <p>___ Read page 2 of <i>Preflight Review for Electronic File Submission</i></p> <p style="text-align: center;">Sign and return page 1 with job submission.</p> <p>Signature: _____</p> <p>Date: _____</p> |
|---|--|

Leading Causes of Additional Charges and Schedule Delays

- Job Supplied in Non-supported Application
- Media Not Labeled Clearly
*Please include page range within file name
(example: filename001-050)
Only Include Necessary Files, Fonts, Graphics, Etc.
Needed To Output Job*
- Missing Fonts
- Missing Image Files
- Spine Size Wrong / Print Too Large For Spine
- Inconsistent Margins / Not Enough Margin Allowed
- Inconsistent Page Number Placement
- Bleed Items Don't Extend 1/8"
- Type/Graphics Less Than 1/8" from Trim or Punch
Type/Graphics Need To Be 3/4" From Bind
- Images Saved As RGB or CMYK And Requesting Spot Colors
- Not Leaving Color "As Is" When Making Pdfs
- Images Are Not TIF or EPS Format
- All Fonts Used in EPS Files Not Included
- File Extension Missing
- Page Count Doesn't Match Quote
- Blanks Not Included
- Pagination Not Correct
- Low Resolution Graphics (less than 300 dpi)
- Barcode Made of CMYK, or K is not 100%
- Not Embedding And Subsetting Fonts (100%) in PDF
- Incorrect Distiller Settings Resulting in Low Resolutions When Making PDFs
- All Graphic Links Not Correctly Linked
- Trim Size Incorrect Or Not Consistent in File
- Not Stuffing or Zipping Font Folders/Suitcases When Submitting
- Files That Are Password Protected

For Electronic File Submission

Visit our Website
www.tps1.com
Click on Services
Click on Upload your files

Electronic Assistance Phone Consultation

Contact our Customer Service Department
prior to submission of your job if you need
assistance correcting any issues.

Total Printing Systems
201 S. Gregory Drive - Newton, IL 62448
618 783-2978

TPS Electronic PrePress Specifications

Media Type Accepted

Electronic File - CD - DVD - Flash Drive

Software Version Accepted

TPS is Mac Based

QuarkXPress 9.5 - PhotoShop CS6 - Illustrator CS6
Indesign CS6 - Acrobat 10

**Customer document versions must not exceed our
"Software Version" list.**

At Total Printing Systems,
"Quality is not an Option - It is an Obligation."