

# GRAPHICS PREFLIGHT CHECKLIST

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**This form must accompany all artwork and disks**  
(Check those that apply)

- 1)  Type of disk(s) supplied and how many \_\_\_\_\_
- 2)  List all software applications and version numbers used \_\_\_\_\_  
\_\_\_\_\_
- 3)  A directory printout of your disk(s)  
 Name of file(s) for output \_\_\_\_\_  
\_\_\_\_\_
- 4)  Final updated laser or inkjet color proof prints of your file(s) - with signed approval to print  
(unsigned proofs will delay production)
- 5)  All fonts are included. If using Type 1, include both screen and printer files.
- 6)  Placed or imported vector EPS files have had their fonts converted to curves or outlines
- 7)  All scans are 100-150 ppi at final size (minimum 75 ppi)
- 8)  All scan files are saved in same color mode and format (EPS or TIF)
- 9)  All placed or imported vector & bitmap files are properly placed in file and included on disk.
- 10)  If requesting scans: number of originals supplied \_\_\_\_\_
- 11)  All files were opened after disk created  
(to make sure files are not corrupted)

**DO NOT SEND YOUR ONLY COPY  
OF ANYTHING**

**Media accepted (Mac or PC):**

Floppy disks  
Zip disks (100 or 250 mb)  
Jaz disks (1 or 2 gig)  
CD's

**Preferred programs (Mac or PC):**

Quark Xpress v4.1 (or lower)  
Macromedia Freehand v9 (or lower)  
Adobe Illustrator v9 (or lower)  
Adobe Photoshop v6 (or lower)

**File sizes, formats and color modes:**

See *Electronic File Preparation Guidelines*

**PLEASE FILL OUT COMPLETELY**

**CLIENT INFORMATION**

**Company Name:** \_\_\_\_\_

*Attach business card or fill out info below:*

Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Special comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return disk(s) & originals:**  yes  no

Insured amount: \_\_\_\_\_

Client shipper & acct #: \_\_\_\_\_  
\_\_\_\_\_

*You will be billed for shipping costs if info not supplied.*