

DIGITAL PREPRESS CHECKLIST

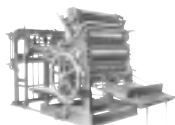
COMPANY: _____ DATE: ____/____/____

CONTACT: _____ PHONE: _____

In order to process your disk in a timely manner, ALL of the following information is needed

- All Fonts** (screen & printer) used to create your product are provided in a font folder.
- All Graphics** (images & photos) used to create your product are included on the disk.
- All Graphics** (images & photos) have been converted from **RGB to CMYK**
- If we find **RGB files** on your disk, should we convert them? **yes** **no**
(note: Some files can be automatically converted on our system to CMYK. This conversion will change color and sometimes appearance of graphics, depending on color content. Because of this, we recommend that you do all converting and review files before sending disk to us. If color is not what you want, additional costs will be incurred if we have to adjust color & output new film & proofs.)
- Black **images** and/or **background** are **built black**. (30% cyan, 30% magenta, 30% yellow, 100% k-black)
- Black **type** is setup to print **black only**; no built type.
- Bleeds** are set at **.125"** on all sides.
- If this is a **booklet**, is art setup in: **printer's spreads** **reader's spreads**
- Lasers** of your artwork are provided with the disk.
- Lasers** are labeled with the same file name it has on disk.
- Lasers** are **numbered** if the finished product doesn't have numbered pages (this will insure proper page sequence.)
- Finished sample** provided. Fold to finished size; If printed 2 sides, tape or spray-mount correct fronts & backs together; If it perforates, draw out position of perforated line; etc...
- If **multiple disks** are used, information is provided below regarding content of each disk.
- Directory printouts** are supplied for each disk.
- Copies only** are provided on the disk. (**Do not** send us your only copy of any files.)
- Files unrelated to product** that are also on disk have been placed in a separate folder named "not for Beyer Printing".

File Name	Pages	Disk	Program (Quark, Photoshop, etc..)



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