

JOB # _____

DISK INTAKE INFORMATION SHEET

Customer/Company Name _____

Disk File Name _____

Address _____

Contact Person _____

Phone # _____

Phone # (if different from company phone) _____

Final Laser Printout MUST be included with disk as follows: # of pages in document _____
page size _____

For One Color Printing

Laser printout showing position and all graphics in the file

For Two or More Color Printing

BOTH printouts required

A composite laser printout showing position and all graphics

A laser printout of each separate color, showing position, and all graphics

Disk format:

Macintosh PC/IBM

Has file been converted to PDF? Yes No

PROOF REQUIRED BEFORE PRINTING?

Yes No

Software and version used:

QuarkXPress _____

Photoshop _____

Illustrator _____

Pagemaker _____

Freehand _____

Publisher _____

InDesign _____

Microsoft Word _____

Did you "Collect for Output" all elements (art, photos)? Yes No

If not, when is the earliest that we can expect them? _____

Will these be emailed as digital files? _____

Types of graphic files included: tiff eps jpeg

Is Shreve Printing to scan and place photos? Yes No

Is Shreve Printing to color correct digital files? Yes No

Are fonts used for text & graphics included (Use "Collect for Output")? Yes No

Please list ALL fonts used: _____

If fonts are missing, is Shreve Printing allowed to substitute? Yes No

Is color being used? Yes No Pantone/Spot CMYK

Please indicate color on laser proof, and list EXACT names of colors as they are used in files:

OTHER INSTRUCTIONS: _____

Shreve Printing Maintains Current Software:
 QuarkXPress 6.5
 Pagemaker 7
 InDesign CS2
 Photoshop CS2
 Freehand MX
 Illustrator CS2
 Microsoft Publisher
 Microsoft Word

ZIP : 100 - 250 mg accepted

CDs & DVDs accepted

FONTS:
Customers must include both screen and printer fonts or True Type fonts .

TEXT FILES:
 If supplying text files only, save as .rtf or .txt files.