



Electronic PrePress Information & Checklist

To be filled out by customer and must accompany any files submitted to Cushing-Malloy. Please give all pertinent information & complete separate forms for book's interior and the cover/jacket/die. Incomplete forms may delay job output. Please fill out all 3 pages.

CUSHING-MALLOY, Inc., 1350 North Main Street, Ann Arbor, MI 48104 • 734.663.8554 • FAX: 734.663.5731

CLIENT INFORMATION

Company Name _____ Contact Person _____
 Title of Book/Journal _____ Phone/Fax _____
 Trim size _____ x _____ Spine Width _____ Email _____
NOTE: Please contact your salesperson for a template.

JOB INFORMATION

File Name(s) _____
 (Or you can print out your directory from your disk and attach)

Platform Macintosh PC (IBM or compatible) **NOTE:** Application files for the book's interior must be Macintosh format.

Sent via FTP Email CD DVD

Software Used InDesign _____ Ver. # _____
 QuarkXPress _____ Ver. # _____
 Illustrator _____ Ver. # _____
 Photoshop _____ Ver. # _____
 Other _____
 PostScript or PDF (**PLEASE SEE GUIDELINES AT www.cushing-malloy.com**)

NOTES: PostScript and/or PDF files are preferred for the book's interior. Extra charges will apply for us to work from the source application files. Pagemaker has been discontinued by Adobe therefore it is no longer supported. If you are using Pagemaker please submit a PDF for text and covers.

TYPE

Typefaces Used _____
 (List all Font Families, or you may print out your directory from your disk and attach)

IMPORTANT: Provide all fonts used on the side or embed in postscript or pdf.

ART / ILLUSTRATION

Include all imported or original graphic documents TIFF EPS Other _____

NOTE: Rules/frames must be set to at least .25pts (please no hairlines)

OUTPUT

Total page output _____ (attach **100%** proof of each page. Composite and separations for cover/and or jacket)***

Color Separations Pantone/Spot: PMS # _____ PMS # _____ PMS # _____ Black

Process/CMYK Varnish Embossing

REPAIRS/CORRECTIONS/NEW FILES

Make changes to original file(s)

Original files will not be altered without client permission, customer will be contacted if complicated repairs are necessary. There will be an additional charge for repairs or changes.

SPECIAL INSTRUCTIONS

Please indicate any alterations to be made to the document PRIOR to output, otherwise all files will be processed AS IS. _____

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GRAPHICS

- All graphics are in EPS or Tiff format (Natively or converted from another format).
- Line art/bitmap graphics are 600-1200dpi.
- Grayscale/continuous tone images are 300 dpi.
- Graphics resolution has not been tampered with by a photo manipulation program.
- Dot range is between 5% and 95%.
- Graphics are placed in layout at 100% of original size.
- Barcodes are line art, dark color and placed at 100%.
- Rules are at least .25pts. The rules are not set to hairline.
- Images coming from Photoshop are in CMYK, duotone, tritone, monotone, grayscale or bitmap mode (depending on the number of colors that are printing). RGB images are NOT accepted.

COLOR

- All colors are CMYK or Pantone.
- No RGB or Index colors.

FONTS

- All used fonts are provided on the side, both printer and screen if type I, with application files.
- All fonts used in illustrations are provided on the side or embedded.
- I understand that all fonts other than PostScript Type I have a higher potential for problems.
- Attributes have not been added to fonts.

PAGE LAYOUT

- Create output files from my page layout application files (extra charges apply for book's interior).
- All bleeds extend 1/8" beyond trim.
- All non-bleeding printing elements are 5/16" inside trim.
- Document is sized the same as it should be output. *(Please request a template from your salesperson.)*
- All pages are the same trim size.
- Rules are at least .25pts. Rules are not set to hairline.

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PAGE LAYOUT (CONT.)

- Any used extensions or plug-ins are provided.
- My cover/jacket/die file dimensions match template provided by Cushing-Malloy salesperson.

POSTSCRIPT/PDF

- Conforms to "PostScript/PDF file creation guidelines" found on www.cushing-malloy.com .

HARDCOPY PROOF

- Printed from the same final version of files we are to use for output.
- Printed at 100% of the output size.
- Each color separation is printed on a separate hardcopy.
- Every page to print is in the hardcopy stack in the correct position. Unfolioed pages are labeled with a handwritten folio.