GRAPHIC REQUIREMENTS Ⓖ

We require that this form be completed in full and submitted before we will proceed with your order.
Preparing proper graphics files for a CD project is a complex procedure, which done incorrectly could cost you
TIME and **MONEY.** Our intent is to guide you through the process with a logical checklist of our requirements.

Client Information:

Contact: _____
Company: _____
Phone: _____
Fax:_____
E-mail:_____
Project description: _____

Designer Information:

Contact: _____
Phone:_____
Fax:_____
E-mail:_____

We accept files saved at the equivalent or lower version from any of the following programs:

Please check and indicate appropriate information:

Platform:⬭ Mac ⬭ Windows*

⬭ Adobe Illustrator: version _____
⬭ Adobe Photoshop: version _____
⬭ Adobe InDesign: version _____

Macintosh files are preferred. Conversion from Windows to Mac may require font substitution.
We cannot accept files created in MS Word, MS Publisher or any proprietary label layout program.

On the following Media: Please check one. (Clearly mark materials with contact name, phone and project number.)

⬭ e-mail   ⬭ FTP site   ⬭ CDR   ⬭ Other

Services Required:

⬭ Electronic preflight**   ⬭ add Barcode   ⬭ add Compact DISC logo: type_____
⬭ Output to film and proofs ⬭ add MAPL   ⬭ Make changes as indicated***_____
⬭ Digital Print setup   ⬭ add Product Number   _____

*** First pre-flight, no charge. Additional pre-flights of same project are chargeable.*   *** Artwork charges apply.*

Have you?

⬭ used our **templates** to ensure your artwork meets our manufacturing specifications?
⬭ **supplied a print out** of the final file?
⬭ made booklet layout in **printer spreads**?
⬭ included all **fonts**, screen fonts or created outline and grouped text? ⬭ Type 1   ⬭ True Type
⬭ embedded all **photo images** and included external copies of embedded images?
⬭ created and saved all images at **300 dpi resolution**?
⬭ made all **bleed** 3 mm (1/8") outside trim marks? (**No bleed** allowed on CD imprints/bleed is required for paper labels)
⬭ made all color images **CMYK** (not RGB, not Pantone)?
⬭ **supported** your black images?
⬭ used **minimum .75 pt** for rules (lines) and **6 pt bold** for smallest type?
⬭ created and saved files **for PhotoShop** at 300 dpi and unflattened?
⬭ done a package **for InDesign** files? Embedded images into **Illustrator**?
⬭ used software generated **registration and crop marks**?
⬭ left color **trapping** for us to do?
⬭ included a unique **product code** (maximum 13 characters, including spaces and symbols)?
⬭ added **Made in Canada** to outside of package?
⬭ **for CD** imprint, created file in CMYK or color separated as pantone colors/duotone and indicated all color by number?
⬭ **for CD** imprint, set screen print to **minimum 85 lpi and maximum 100 lpi**?
⬭ **for CD** imprint, indicated if **white underlay** required?
⬭ **for CD** imprint indicated whether **knockOut type** goes to white or silver?
⬭ **for CD** imprint, set CMYK **tonal range** minimum 15% and maximum 85%?
⬭ **CHECKED YOUR FILES?**

Date:_____   Signature:_____   Representative:_____