

Customer Information

Company Name _____

P.O. Number _____ Contact Person _____

Phone _____ Fax _____

E-Mail _____

Job Information

File Name(s): _____

File Information:

Macintosh IBM or Compatible

Received Via: CD E-Mail Zip Jaz Other _____

Software Used:

QuarkXpress Illustrator Pagemaker InDesign Microsoft Word

Photoshop Publisher Other _____

Fonts

Fonts Provided Purchase necessary typefaces Make comparable

Substitution(s)

File Information

Pages _____ (*attach copy of each page*) Page Size: _____

Color Separations:

PMS# _____ PMS# _____ Black Process / CMYK

Special Instructions

Proofing

Preferred form of proof:

Fax E-mail Hard Copy

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e l e c t r o n i c f i l e s

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File Formats

Below is a list of acceptable file formats and their filename extensions:

- Encapsulated Postscript (.eps)
- Adobe Illustrator (.ai)
- QuarkXPress (.qxd)
- Microsoft Excel (.xls)
- Microsoft Publisher (.pub)
- Joint Photographic Experts Group (.jpg)
- Adobe Acrobat (.pdf)
- Adobe Photoshop (.psd)
- Adobe InDesign (.indd)
- Microsoft Word (.doc)
- Tagged-Image File Format (.tif)

Color

CMYK and spot colors are acceptable for printing. RGB colors are for on screen viewing only.

Photo Resolution

Photos should be scanned at the actual size they will be printed, with resolution set at a minimum of 300 ppi. If your scanner is not capable of scanning your photos at a high resolution, we can scan your photo(s) for you.

Vector formats are resolution independent. This means they can be scaled to any size without losing detail and image quality. They result in crisp clean lines at any size or resolution.

Reduce Your File Size

You can significantly reduce the size and upload/output time of your file by using the following techniques:

- Crop, rotate and re-size all original picture files before placing them in your document.
- Do not use a resolution higher than 300 dpi on your photo scans.
- If your final printed product is going to be one-color, change your RGB or CMYK images to Grayscale before placing them in your document.
- Delete all unused spot color from your palette.



Please feel free to contact us regarding file preparation. We will be happy to answer any questions you may have. Call us at **317.845.2955** or e-mail us: info@sunpressinc.com.

Please visit our website www.sunpressinc.com for more information.



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