

# Squamscott Press, Inc.




P R I N T E R S

Fax (603) 778-8033  
graphics@squamscottpress.com

603-772-3232 ?

## GRAPHIC DESIGNER'S PREFLIGHT SHEET

Please fill out completely and fax back ASAP, also make note of information variations

<b>VIA:</b>	<input type="checkbox"/> FTP <i>Please call for transfer info.</i> 	<input type="checkbox"/> CD/DVD 	<input type="checkbox"/> E-Mail <i>(Files must be no larger than 5MB with file name no longer than 8 characters, plus application extension)</i>	<input type="checkbox"/> ZIP Disk 	<b>FORMAT:</b> PC <input type="checkbox"/> MAC <input type="checkbox"/>
-------------	--	--	---	--	---

### Requested Support Files/Documentation:

#### 1. LASERS, PRESS PROOF, PDF, AND/OR DUMMY

- Laser composite with crop & registration marks and/or an accurate PDF
- Laser seps. for color jobs (CMYK for process & Pantone for spot colors)
- Accurate dummy (i.e., folded sample, die-cut sample, etc.)

#### 2. FONTS

- All fonts used in document

#### 3. ART FILES

- All placed art/support files used in document
- Please supply only files used, NO EXTRAS

### Common File Problems:

#### FONTS:

- Please be sure to include all fonts used in supporting programs (i.e. Adobe Illustrator or Photoshop).

#### LASER SEPS. NOT SUPPLIED:

- Most easily corrected problems in files will show up when you print out color seps. and/or supply a PDF, and can be corrected prior to file submission.
- When we receive separations and/or a PDF, we know exactly what you expect to see.

#### SPELLCHECK:

- Please be sure to utilize.








#### TRAPPING:

- Please be sure no trapping is applied (this will help reduce problems in our ripping software).

#### PROGRAMS THAT TEND TO CAUSE PROBLEMS:

- Web Programs (i.e. Fireworks)
- Publisher (.pub)
- Microsoft Word, Excel, etc. (.doc/.xcl)
- PowerPoint (.ppt)

**APPLICATION:**  
*Please check all that apply.*

 <b>Adobe Acrobat 7 Pro</b> <input type="checkbox"/>	 <b>PageMaker 7</b> <input type="checkbox"/>
 <b>Freehand 9*</b> <input type="checkbox"/>	 <b>Photoshop CS**</b> <input type="checkbox"/>
 <b>Adobe Illustrator CS*</b> <input type="checkbox"/>	 <b>QuarkXpress 7</b> <input type="checkbox"/>
 <b>InDesign CS3</b> <input type="checkbox"/>	

- \* • All text in these applications should be outlined.  
• Color of files should be CMYK and/or PMS color(s) being used. (Sorry, we cannot print in RGB)  
• Please supply support files placed into these applications, if any, unless embedded.  
• All embedded files should be black & white or CMYK before placing into layout program (i.e, Quark, PageMaker, etc.).

- \*\* • When placing Photoshop files into a layout program (i.e, Quark, PageMaker, etc.) please make Photoshop file itself is the size you need placed into layout program, instead of reducing or enlarging in layout program.  
• All files should be no less than 300 DPI at 100%.

*Programs listed above are what we currently use.  
List will be updated as we upgrade.*

**Customer Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your cooperation is greatly appreciated!**