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COMPANY NAME: _____

CONTACT PERSON: _____

TELEPHONE NO.: _____

This form is designed specifically for those customers preparing their document on external media, for us to lay and prepare a layout design. There are certain specifications that will make finding your files faster and easier. We are attempting to eliminate that call you sometimes receive, asking you for information or something that is not allowing us to continue laying your document in an efficient manner.

YOU TYPE SET! WE LAYOUT! CHECK LIST - LAYING & RIPPING

1. Programmes for importing & laying text

- Microsoft Office 2003
- PageMaker 7.0 or earlier
- Rich Text
- Text Only (ASCII)

2. Scan(s) Yes No

How many _____
 Size of original image _____
 Size of scanned image _____
 Black & White Colour

3. Formats for Exporting Charts

- Adobe Illustrator (AI)
- Tiff Bitmap (TIFF)
- Adobe Photoshop (PSD)

4. Have you provided

Photos _____
 B & W or Colour Hard Copy _____
 DVD _____
 CD _____
 USB Memory Stick _____
 E-mail _____
 Diskette _____

5. All media received for laying **MUST BE** accompanied by a **PRINTED** copy with the name of the file written clearly on the top of each individual story.

6. Output required

- HP Indigo
- Plates

7. Output Specifications

Size (inches) _____
 Number of Colours _____
 Names of Colours _____

8. Proof required

How many?

- Laser _____
- Epson _____
- HP Indigo _____

Signature: _____

Date: _____

CHECK LIST - RIPPING ONLY

Please **tick the box** provided to let us know what programme your file was created in:

Job created on the MAC:

PageMaker 7.0 or earlier

Adobe Illustrator CS3 or earlier

Quark Express 6 or earlier

Photoshop CS3 or earlier

Adobe Acrobat 8 (pdf) or earlier

Adobe InDesign CS3 or earlier

Operating System 9 10

Job Created on the PC:

PageMaker 7.0 or earlier

Corel Draw 11 or earlier

Quark Express 6 or earlier

Adobe Illustrator CS3 or earlier

Photoshop CS3 earlier

Adobe Acrobat 8 (pdf) or earlier

Adobe InDesign CS3 or earlier

Microsoft Publisher 2003

A. Have all fonts been provided?

Macintosh PC

Printer fonts True type fonts

Screen fonts

Have **ALL** fonts been converted to curves? YES NO

B. Are ALL images converted to CMYK? YES NO

Are **ALL** images 300 dpi or greater? YES NO

C. Sending a PDF file? Have you included...

- Bleed on PDF File YES NO
- Crop marks on PDF file YES NO
- Have all RGB pictures been converted to CMYK before making PDF? YES NO
- Have all Corel Draw files been converted to PDF YES NO

D. Would you like us to do your scan(s)? YES NO

How many _____

Size of original image _____

Size of scanned image _____

Black & White Full Colour

E. Have you provided... How Many?

Photos	<input type="checkbox"/>	<input type="checkbox"/>
B & W or Colour Hard Copy	<input type="checkbox"/>	<input type="checkbox"/>
DVD	<input type="checkbox"/>	<input type="checkbox"/>
CD	<input type="checkbox"/>	<input type="checkbox"/>
USB Memory Stick	<input type="checkbox"/>	<input type="checkbox"/>
External Hard Drive	<input type="checkbox"/>	<input type="checkbox"/>
E-mail	<input type="checkbox"/>	<input type="checkbox"/>
FTP Site	<input type="checkbox"/>	<input type="checkbox"/>

F. Tell us about your job

What is the name of your file? _____

Is your file compressed? YES NO

Bleed
1/4" Provision for bleed included? YES NO

G. Output required

HP Indigo

Plates

H. Output Specifications

Size (inches) _____ Line Screen _____

of Colours _____ Resolution _____

Names of Colours _____

I. Proof Required

How Many?

Laser _____

Epson 7600 _____

HP Indigo _____

Signature: _____

Date: _____