

Printcrafters

Electronic File Submission Checklist

(Please do not include items on the submission disk that are not to be used to print the job).

<ul style="list-style-type: none"> <input type="checkbox"/> <u>Media checked</u> for viruses <input type="checkbox"/> <u>Inside Pages</u> are in the one file <input type="checkbox"/> <u>Cover</u> is in one file <input type="checkbox"/> <u>Page size</u> matches quote <input type="checkbox"/> <u>Page count</u> matches quote <input type="checkbox"/> <u>Ink colours</u> matches quote <input type="checkbox"/> <u>Hard copy</u> provided (printout from your disk file) <input type="checkbox"/> <u>Fonts provided</u> (in one folder) <input type="checkbox"/> <u>Font embedded</u> in PDF files <input type="checkbox"/> <u>Images provided</u> (in one folder) <input type="checkbox"/> <u>Images</u> are saved in TIF, EPS, or PSD format <input type="checkbox"/> <u>Image resolution</u> is 300 or higher – do not enlarge images after they are placed on the page, as this reduces the resolution <input type="checkbox"/> <u>Images</u> that print 1-colour are “Grayscale” (not RGB or Indexed) <input type="checkbox"/> <u>Grayscale images</u> have a 2% whitest dot, a 94% blackest dot, flesh tones are generally no darker than 25% - images that should have no background have a 0% background <input type="checkbox"/> <u>Images</u> that print 4-colour are “CMYK” (not RGB or Indexed) <input type="checkbox"/> <u>Layered Photoshop files</u> have been included in case adjustments are needed <input type="checkbox"/> <u>Spine dimension</u> has been requested from sales rep or customer service rep for perfectbound, notchbound, and layflat <input type="checkbox"/> <u>Spine type</u> is horizontal, reading from the top to bottom (unless intentionally created otherwise) 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Perfectbound or Notchbound Cover</u> – for proper gluing – no printing on the inside spine, as well as 3/32” on either side of the inside spine <input type="checkbox"/> <u>Layflat Cover</u> – for proper gluing – no printing on the inside spine, as well as 1/2” on either side of the inside spine, as well as 1/2” from the spine on the first and last page of the book <input type="checkbox"/> <u>Dust Jacket or Case Cover</u> – a written diagram has been requested from sales rep or customer service rep showing proper trims, gutters, and flap sizes <input type="checkbox"/> <u>Page numbers</u> – Left hand page numbers are on the left side, right hand page numbers are on the right side – or all page numbers are centered – please indicate if created otherwise – <input type="checkbox"/> <u>Page number placement is OK As Is</u> <input type="checkbox"/> <u>Headers and Footers</u> placed consistently <input type="checkbox"/> <u>Margins consistent</u> – inside and outside margins are consistent on left hand pages and right hand pages <input type="checkbox"/> <u>Drill Holes</u> – type is 5/8” away from spine edge for 1/4” holes <input type="checkbox"/> <u>Wire-O, Spiral Wire, Plastic Comb, Plastic Coil</u> – type is 1/2” away from the spine edge to allow for punches <input type="checkbox"/> <u>Spot Colours</u> have been selected from the Pantone Matching System <input type="checkbox"/> <u>Rich Black</u> is made from 50% (CMY) + 100% (K), not the colour “Registration” <input type="checkbox"/> <u>Barcode</u> is a high resolution, 100% Black EPS file and placed in the electronic cover file in the correct position – please indicate otherwise – <input type="checkbox"/> <u>Barcode Provided Separately</u> <input type="checkbox"/> <u>If Furnishing a Preprinted Cover</u> – a copy has been furnished showing final trim size for accurate cutting and binding
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Please check your files for these common causes of additional charges and schedule delays:

- Missing Fonts
- Missing Image Files
- Adjustments Needed to Halftones
- PDF Files Do Not Have Font/Images Embedded
- Spine Size Incorrect
- Document Page Size Does Not Match Quote
- Page Count Does Not Match Quote
- Hard Copy Does Not Match Digital File
- Inconsistent Margins
- Inconsistent Page Number Placement
- Bleed Items Do Not Extend 1/8” Beyond Trim
- Type/Images Less Than 1/8” from Trim or Punch
- Low Resolution Images (less than 300 dpi)
Images Should Be CMYK or Grayscale (**not RGB or Indexed**)
Images Should Be TIF, EPS, or PSD Format
- Barcode Should Be Made of 100% K, not CMYK

ADDITIONAL CHARGES FOR ELECTRONIC FILES MAY APPLY

Virus on Disk (per disk).....	\$40.00
Correct Colour Splitting (minimum).....	\$20.00
Fix Bleeds/Screens/Reverses (minimum).....	\$20.00
Combine Covers with Spine or Flaps (minimum).....	\$20.00
Add a Furnished Barcode (each).....	\$8.00
Make a Barcode (each).....	\$15.00
Place Furnished Scans in File (each).....	\$5.00
Scan Halftones (each).....	to be Quoted
Scan Duotones (each).....	to be Quoted
Write CD Upon Request (each).....	\$10.00
Additional Preflighting Time (10 or more files – per file).....	to be Quoted

Thank you for taking the time to help us produce your job with minimal additional charges and delays.

Leading the Way

Production Facility: 78 Hutchings Street, Winnipeg, Manitoba, Canada R2X 3B1

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