

Printcrafters

Job Submission Checklist

This checklist will assist you in ensuring that your materials are in order and that we have the necessary information to help the production of your order to flow smoothly. If you have any questions, please do not hesitate to call your Account Manager or Customer Service Representative.

- I have completed and returned my credit application complete with fax numbers for my references. (new customers only)
- My credit terms require payment to begin the job. I have enclosed a check for the required amount. (if applicable)
- I have sent complete materials for both the text and cover or if sending from different locations have indicated when the balance of materials will arrive at Printcrafters.
- My job is being furnished on disk and I am submitting a completed *Preflight Review*.
- I have enclosed hard copy of everything on the disk for both the text and cover. (*missing hard copy will delay production*)
- All fonts and graphics are loaded on the disk. (*missing fonts will delay production*)
- I have enclosed complete shipping information with special notes for any of the following:
 Residential delivery inside delivery lift gate call for appointment accurate zip codes
(Unless otherwise requested, our standard label with our name and address will be used)
- I have enclosed a purchase order or a signed copy of my quotation with the print quantity noted.
- I have indicated where to send the proof and to whose attention.
- My job prints in a PMS color(s). I have noted the PMS number in writing in addition to it being indicated on the film or disk.
- I prefer to be contacted by: (please rank order of preference 1-3)
 Phone (list number) _____
 Email (list address) _____
 Cell Phone (list number) _____
- I have included phone numbers where I can be reached if travelling.

Send materials c/o your Account Manager or Customer Service Representative to:

Leading the Way

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

Phone (204) 633-7117 Fax (204) 694-1519 Toll Free 1-866-337-1170 E-mail: production@printcraftersinc.com Web: www.printcraftersinc.com