

# Printcrafters

## Preflight Review for Electronic File Submission

Date: \_\_\_\_\_

THIS FORM MUST BE COMPLETED BY THE DESIGNER AND SUBMITTED WITH YOUR JOB.

*Our purpose in requesting that you complete the Preflight Review is to assist you in providing trouble-free files. This will save you the expense of additional charges and possible delays in schedule.*

Customer: \_\_\_\_\_ Contact: \_\_\_\_\_

Customer Service Rep: \_\_\_\_\_ Salesperson: \_\_\_\_\_

P.O. #: \_\_\_\_\_ Job Description: \_\_\_\_\_

Person Creating Digital Files: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mac or PC: \_\_\_\_\_ List PMS Colors If Used: \_\_\_\_\_ Spine Width from CSR: \_\_\_\_\_

- Please do not create file names longer than 31 characters, or use special characters like slashes and question marks in file names, as this may cause files to error on our system.
- We accept recent versions of QuarkXPress, PageMaker, InDesign, FreeHand, PhotoShop, Illustrator, or PDF with fonts & images embedded. We prefer that files be submitted on 5 1/4" CD-Roms, 5 1/4" DVDs or supplied via email/ftp.
- We do not accept or support files created in Microsoft Publisher, Word, Works, CoreIDRAW, FrameMaker, Ventura, Excel, Power Point, or any application not listed. However, most Windows applications can be converted to PDF with "PDF995", a free program available for download at <http://www.pdf995.com>.
- If both PDF files and native application files are provided on the submission disk we will use the PDF files first, and use the native application files as a backup only. If you do not wish us to use the PDF files to print the job, please do not include them on the submission disk.
- Our quote includes BLEEDS ON THE COVER and does NOT include BLEEDS ON THE TEXT (Inside Pages), unless specified in the "Notes" section of the quote.
- IF BLEEDS ARE NOT QUOTED, all items must be a minimum of 3/8" away from the trim edge (1/2" preferred) to allow for press gripper.
- IF BLEEDS ARE QUOTED, items that bleed must extend 1/8" past the trim edge and items that do not bleed must be a minimum of 1/8" away from the trim edge (1/4" preferred) so it is clear these items should not trim.

*Please contact your Account Manager or Customer Service Representative if you have any questions about your electronic file or need free assistance. Please have your quote available for reference.*

*Leading the Way*

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

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