

Media Output Request

PRODUCTION MATERIAL REQUIREMENTS

Media Output Request forms must be fully completed and presented with your electronic files. Include all fonts used in layouts. Black and white files require composite laser proofs at 100% . If your job is PMS match, you are required to provide color composites with black and white laser separations. The Distributor assumes responsibility for files that do not output correctly due to errors or omissions in specifications. If you have any questions concerning the below information, or if you have any challenges setting up your files, please do not hesitate to call. We will be happy to help! Please ask for composition or preflight department.

TRANSFER MEDIA FORMAT

We can receive files by: (check one)

- CD-ROM ZIP JAZ
 Imation Superdisk Email (less 3MB's) 1.4MB Floppy
**Please consult us when sending files via e-mail. We may request a faxed proof. As always, do not send us your original files without making a backup. Ward/Kraft cannot be held responsible for disks that are damaged or lost in the mail.*

COLOR SEPARATION

- Black/White
 PMS (please list all spot colors)
 4color process – **contact your customer service**

LASER PROOF PROVIDED (COMPOSITE REQUIRED)

Please check all that apply.

- Composite BW Laser
 Separated BW Laser
 Composite Color Laser

LAYOUT FILE INFORMATION

Page Layout files in native format only!

Application: _____

Version: _____

Platform: _____

** If your work bleeds off the edge, we require an 1/8" bleed on all sides. (Not for Labels products.)*

FONT INFORMATION

Please list all typefaces used and supply both screen and printer fonts with file!

PLACED GRAPHICS INFO (AVOID NESTED .EPS)

- * Include all eps or tiff files that are needed for the job. Please do not send jpeg, gif, pict or bmp files - due to the low resolution these are not suited for offset printing.
- * All RGB files must be converted to CMYK.
- * Do not compress your rastered graphics by any method.

Rastered (photos) - minimum 300 dpi (TIFF or EPS only!)
Scanned Line Art/Copy - 600dpi or highest resolution.

(TIFF or EPS only!)

Vector graphics - Do not require a dpi setting. (EPS only!)

Raster or pixel based files should be in .tiff format or .eps with clipping paths turned on. Max 4 channels, flattened layers, no image compression. Vector files should have type converted to paths and saved in .eps format. Include fonts in any case.

COPYRIGHT INFORMATION

All that appears on the enclosed medium (including, but not limited to, modem transmission, email, or removable media) is unencumbered by copyrights. We, the Distributor, have full rights to reproduce the supplied content.

Signature: _____

Date: _____

SPECIAL INSTRUCTIONS

INTERNAL USE ONLY

CLIENT INFORMATION

Contact Person: _____

Company: _____

Address: _____

City, St., ZIP: _____

Office Phone: _____

Home Phone: _____

JOB INFORMATION

Job Number: _____

Division: _____

Issue Date: _____

Received: _____

Contact: _____

Ad Size: _____ by: _____

