

JOB #

CLIENT INFORMATION:

DEPARTMENT _____
 CONTACT NAME _____
 TELEPHONE _____ FAX _____
 BUILDING/RM # _____ MAIL CODE _____
 E-MAIL _____

DATE IN: _____

PROOF DUE BY: _____

JOB DUE BY: _____

GRAPHICS # _____ N _____

SAN DIEGO STATE UNIVERSITY

ReproGraphic Services
 5555 Canyon Crest Drive
 San Diego CA 92182-8520
 MC 8520
 594-5260 Phone 594-0143 FAX
 repro@mail.sdsu.edu
 http://bus.sdsu.edu

ELECTRONIC FILE INFORMATION:

FILM OUTPUT

PROOFS

FILE NAME	NO. OF PAGES	PAGES TO PRINT	PAGE SIZE	SCALING	LPI (133 OR 150)	FILM	# OF SCANS	COLOR SEPS	4-COLOR PROCESS	COLOR: CUSTOM / SPOT	PROOFS
1		___ TO ___		<input type="checkbox"/> 100% <input type="checkbox"/> OTHER_____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BLACK <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____	<input type="checkbox"/> LASER PRINT <input type="checkbox"/> BLUELINE <input type="checkbox"/> DIGITAL COLOR <input type="checkbox"/> MATCHPRINT
2		___ TO ___		<input type="checkbox"/> 100% <input type="checkbox"/> OTHER_____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BLACK <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____	<input type="checkbox"/> LASER PRINT <input type="checkbox"/> BLUELINE <input type="checkbox"/> DIGITAL COLOR <input type="checkbox"/> MATCHPRINT
3		___ TO ___		<input type="checkbox"/> 100% <input type="checkbox"/> OTHER_____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BLACK <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____	<input type="checkbox"/> LASER PRINT <input type="checkbox"/> BLUELINE <input type="checkbox"/> DIGITAL COLOR <input type="checkbox"/> MATCHPRINT
4		___ TO ___		<input type="checkbox"/> 100% <input type="checkbox"/> OTHER_____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BLACK <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____	<input type="checkbox"/> LASER PRINT <input type="checkbox"/> BLUELINE <input type="checkbox"/> DIGITAL COLOR <input type="checkbox"/> MATCHPRINT
5		___ TO ___		<input type="checkbox"/> 100% <input type="checkbox"/> OTHER_____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BLACK <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____ <input type="checkbox"/> PMS _____	<input type="checkbox"/> LASER PRINT <input type="checkbox"/> BLUELINE <input type="checkbox"/> DIGITAL COLOR <input type="checkbox"/> MATCHPRINT

MEDIA SUPPLIED:

ZIP FLOPPY DISK
 JAZ E-MAIL
 SYQUEST PLACED ON FILE SERVER
 CD OTHER _____

Postscript file
 Application file
 PDF File (Acrobat)

SOFTWARE/VERSION:

MAC PageMaker _____
 PC Quark Xpress _____
 FrameMaker _____
 Photoshop _____
 Illustrator _____
 Freehand _____
 OTHER: _____

FONTS/SUPPORT FILES USED:

For best results use Adobe Type 1 Fonts and be sure to include both screen and printer fonts. Please provide printout of all fonts and support files used in the document(s).

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

PHOTOS:

Scan:
 _____ BLACK & WHITE/GRAYSCALE
 _____ COLOR
 PRINTS TRANSPARENCIES 35MM

Use hi-res scans provided with this order.
 Retouch, outlining, or special effects required.
 File contains lo-res only. Replace with hi-res.

ART:

Scan line art provided.
 Use EPS files provided.
 Create new artwork

SPECIAL INSTRUCTIONS:

(Be sure to include laser copies of all documents – composite and color separated)

See reverse for PreFlight Checklist

PreFlight Checklist

BEFORE GIVING US YOUR FILES FOR OUTPUT, MAKE SURE THAT YOU INCLUDED:

- 1. Final LASER PRINTS of all document pages, including separations if applicable.
- 2. All EPS and/or TIFF files.
- 3. All printer and screen fonts required to print the document.
- 4. All Required QuarkXTensions.
- 5. All original application files.
- 6. A completed output request form (other side), including:
 - Output media - film, paper, digital, etc.
 - Names of files to output
 - Application name and version of file
 - Page size
 - Page ranges to output for each document
 - Total number of copies to output
 - Scaling
 - Crop marks needed
 - Screen frequency: Lines Per Inch (LPI)
 - Positive or Negative (film)
 - Emulsion up or down (film)
 - Color separation names (CMYK or PMS)
 - Whether any intervention, such as trapping or image conversion, is required
 - Whether any proofs are required, and if so, what kind, and how many per document
 - List of all fonts used (Please note that TrueType Fonts do not print well, and sometimes not at all)
 - Any special instructions

ADDITIONAL TIPS FOR PAGEMAKER/QUARK XPRESS DOCUMENTS

MAKE SURE THAT:

- 1. The document dimensions are correct
 - 2. No lines or anchored rules are thinner than .25 points
 - 3. All picture box frames have been specified correctly
 - 4. All images are correctly positioned in their picture boxes
 - 5. The status of all imported pictures is "OK" (in the Picture Usage dialog box)
 - 6. You are using fonts only that which you intend to use (in the Font Usage Dialog box)
 - 7. You have not used TrueType and PostScript fonts in the same document
 - 8. All unused style sheets and colors have been deleted
 - 9. The pasteboards surrounding all pages are empty
 - 10. Process Separation is checked for all process color builds
 - 11. Custom colors in duotones have unique screen angles (1st color angle: 45°, 2nd color angle: 75°)
 - 12. Bitmaps for process color separations are saved in CMYK mode as TIFF, or preferably EPS
 - 13. Grayscale or full color TIFFs are in picture boxes with a background color
 - 14. TIFFs and/or EPS Files have NOT been scaled, rotated, or skewed within the Quark document
 - 15. No files have JPEG Compression, or LZW Compression Applied
 - 16. There are no PICT files (if so, why?)
-
- 17. There are No imported RGB files
 - 18. All Documents have been laser-proofed
 - 19. All laser printer-specific settings, such as Tiling, have been disabled
 - 20. All imagesetter-specific settings required, such as Separation/On, are on