ELECTRONIC ORDER CHECKLIST

Please fill out and return with order. Call with any questions.

Ultra GRAPHICS

2960 48th Avenue • P.O. Box 356 • Columbus, NE 68602-0356
402-564-4443 • 1 800-328-5872 • FAX 402-563-4068 • Email: mail@ultgraphics.com

Company Name: _____ Contact: _____

Phone: _____ Email: _____

How will the order be submitted?   **FTP**   **Email**   **CD/DVD**   **Other** _____

Printed Size _____ x _____   **Bleed:**   **Colors:**   **Black Ink Only**   **Spot Color(s)**   **Full-Color (Process)**

FINISHED Size (after folding, etc.) _____ x _____ **Spot Color PMS #(s)** _____

If faxing Checklist, please include a CURRENT printout of your document.   At what percent was it printed: _____%   *Please indicate crop marks.*

PLEASE CHECK APPROPRIATE BOX, FOLLOW THE STEPS BELOW AND EMAIL TO mail@ultgraphics.com

MAC BASED
ADOBE PDF - RECOMMENDED
<u>MUST</u> be Press Quality, text to outline with 1/8" bleed and crops.

PageMaker (7.0 or earlier)   version_____
(collect all links, fonts and graphics)

InDesign (CS3 or earlier)   version_____
(Package. Copy all fonts, links and update)

Illustrator (CS3 or earlier)   version_____
(Convert text to outline and save as .eps or .ai)

Photoshop (CS3 or earlier)   version_____
(Flatten image, save as high res. .eps, .tif or .jpg)

IBM/PC BASED
ADOBE PDF - RECOMMENDED
<u>MUST</u> be Press Quality, text to outline with 1/8" bleed and crops.

QuarkXPress* (6.1 or earlier)   version_____
(Collect for Output, include all links and fonts)

PageMaker (7.0 or earlier)   version_____
(collect all links, fonts and graphics)

InDesign (CS3 or earlier)   version_____
(Package. Copy all fonts, links and update)

Illustrator (9.0.1 or earlier)   version_____

Photoshop (6.0 or earlier)   version_____
(Flatten image, save as high res. .eps, .tif or .jpg)

THE FOLLOWING SOFTWARE IS LIMITED IN OUTPUT DATA:

COREL DRAW, MICROSOFT PUBLISHER, MICROSOFT WORD, EXCEL, POWERPOINT, AUTOCAD OR PRINT SHOP
These programs are "computer specific" with use of fonts, tabs, etc. and not recommended for layout and design purposes. *Finished pieces created in said program(s) will be either Full Color or Black and White. <u>Spot Color is not an option</u>. You will need to send a printed hard copy to us for "ripping" verification, and you will be sent a proof to be approved or rejected. If rejected, new artwork is to be submitted by you. If you choose Ultra Graphics to correct, you will be charged $53/hour. Delay in re-submitting artwork and/or approval in a timely fashion may delay promised delivery date.*

* If using a newer version of Quark, please furnish a PRESS QUALITY PDF, text to outline, with 1/8" bleed and crops.

YOU WILL RECEIVE A PROOF. PLEASE REVIEW IT AND RESPOND PROMPTLY.

Please call if you need instructions on getting to our FTP site to upload your file(s). If artwork submitted is not correct, you will be contacted requesting new artwork. *Promised delivery date may change if artwork is not re-submitted in a timely fashion.*

IF ULTRA GRAPHICS IS TO FIX ARTWORK, YOU WILL BE CHARGED $53/HR.

YES   NO   NOT SURE   **If you're unsure how to do the following steps, please call our Design Dept. and we'd be happy to assist you.**

Did you set up the file on the correct size document for exact positioning?

Is all art and text at least 1/4" (1/8" for business cards) away from the edge of the paper (unless it is intended to bleed)?

Do all bleeds extend beyond the edge of the paper by 1/8"?

Have you spell checked your document?

Have you made all strokes or rules thicker than 0.3 pt. width?

Did you use the actual typestyle of the font, not the style palette (for bold or italics)?

Have you applied trapping? We prefer NO trapping.

Is all black text 100% black, not "rich black" such as Photoshop uses?

Are all full-color images saved as CMYK, not RGB?

Are the colors for all spot-color orders set to be spot, and for all full-color orders set to be process (CMYK)?

Is all scanned line art and type at 600 dpi (or more), saved as a bitmap tif (not greyscale), and at the correct size to print?

Are all full-color and/or greyscale photos at 300 dpi and at the correct size to print?

Are all imported images FLATTENED and saved as EPS or TIF formats, NOT PSD or files with layers?

Have you included all screen and printer fonts used in the document? All artwork will need to be flattened or text converted to outline in order to work properly.

Is the status of all imported pictures/graphics "OK", not "Modified" or "Missing" (Use the Picture Usage Box in QuarkXPress or Link Box in PageMaker or InDesign to check).

Did you include all supporting files? (i.e. fonts, links, etc.)

Did you send only the files and fonts that are needed for output?

To avoid extra charges or production delays, please follow these guidelines. If we need to do additional work, we charge $53/hour.

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Notes: _____