

INFORMATION FOR JOBS SUPPLIED VIA ELECTRONIC ART

**Send all electronic files to: service@jbqprint.com
Print, fill out and fax this form to 973-564-8558
WITH hardcopy printouts of your artwork.**

Company Name _____ Contact Person _____

Phone Number _____ Email _____

Format: Mac (Preferred) PC

Design Software: _____ Version _____

Other Software: * # MicroSoft Word MicroSoft Publisher 2000
 PDF (Be sure to embed fonts) (You must use "Pack and Go")

Color separations for printing requirements CANNOT be done in these () programs.
Art created or placed in these programs CANNOT be used.
If your software program is not listed, please call for further instructions.

Artwork File Name: (ALWAYS fax or include by mail a printout of your file)	Document Dimensions
#1 _____	#1 _____
#2 _____	#2 _____
#3 _____	#3 _____

Was File Compression used? No Yes
If yes: Stuff-it WinZip Other _____

Ink Colors: Please list Pantone Numbers (PMS spot colors). **(To be sure your files color separate properly, please prepare a paper print-out for each color. Include this with your fax.)**

Four Color Process _____
Pantone colors created using CMYK will require additional work and charges to convert to spot colors

Fonts: Please list and **INCLUDE** a copy of both screen font and printer font for **ALL** fonts with your files.

Imported Files: **ALL** original art files **MUST** be included. Additional Comments:
• TIFF EPS PDF JPEG GIF (JPEG and GIF are low-res files and do not print well.)

Requested Form of Proof: Faxed Lasers (standard procedure)
 PDF (Emailed screen proof [color], requires Acrobat Reader [free online] to view)
Email address: _____
 Hard Copy Laser (to be mailed or overnight deliver. Additional charges may apply)
 Blue Print (additional charges apply)
 Color Laser Copy (additional charges apply)

Electronic Art Files

Good *These are files that will have the fewest problems and require the least amount of Comp Time.*

File Type	Platform	Type of Printing	Comments
Illustrator EPS, AI -with fonts outlined <u>or</u> supplied separately -placed images embedded <u>or</u> supplied separately (placed images are of Good category)	Mac / PC	All	<i>These files are easily color-separable, scalable and easy to trap. (May not be able to change type if fonts are outlined and we don't have the font)</i>
QuarkXPress -with fonts and placed images supplied (placed images are of Good category)	Mac / PC	All	<i>These files are easily color-separable, and easy to trap.</i>
InDesign -with fonts and placed images supplied (placed images are of Good category)	Mac / PC	All	<i>These files are easily color-separable, and easy to trap.</i>
Photoshop TIFF, EPS, PSD -minimum of 300 dpi	Mac / PC	1-Color Press / Copiers	<i>Must be 1-color or CMYK. These are most often placed and colorized in above files. (Increasing the scale of these files decreases the resolution, fonts could be missing in PSD)</i>

Problematic *These are files that will most often require additional Comp Time. They may or may not cause problems. It is a case by case basis, which makes these so problematic. Rushing these aren't a good idea. **Solution: Obtain Press Quality PDFs.***

File Type	Platform	Type of Printing	Comments
Microsoft Publisher PUZ -Pack and Go <u>was</u> used -Placed images are of Good Category	PC	All	<i>These files are only usable if Pack and Go was used. Problems still occur.</i>
Microsoft Word DOC / Excel XLS	Mac / PC	Copier	<i>Fonts may be missing and graphics too low resolution. Probably needs re-formatted.</i>
Microsoft Powerpoint PPT	Mac / PC	Copier	<i>Fonts may be missing and graphics too low resolution. Probably needs re-formatted.</i>

Bad *These are files that are completely unusable. **Solution: obtain higher quality images or press quality PDFs or JBQ resets entirely.***

File Type	Platform	Type of Printing	Comments
JPG -Web page quality 72 dpi	Mac / PC	All	<i>These files are <u>not</u> usable unless 300 dpi and intended for 1-color or CMYK printing.</i>
Microsoft Publisher PUB -Pack and Go <u>was not</u> used	PC	All	<i>Pack and Go must be used. All fonts and graphics will be missing otherwise.</i>

Typical Problems: Layout problems such as text reflow and other font issues. Output problems such as RIP issues, postscript errors, color separation, trap, etc.