



# FILE INFORMATION FORM AND ART GUIDELINES

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Customer Name

Date

Contact

Date Required

Phone number

In an effort to produce your job quickly and efficiently, we ask that you fill out the following to use as a guide for file submission.

## LAYOUT AND STRUCTURE

		System Used	MAC	PC
<b>Programs Used:</b>				
Adobe Illustrator	VERSION	Macromedia Freehand	VERSION	
Adobe InDesign	VERSION	CorelDraw	VERSION	
Adobe Photoshop	VERSION	Adobe PageMaker	VERSION	
Quark XPress	VERSION	Other	?	
<b>Final panel cut size</b>			SIZE	
<b>Scaling required</b>			PERCENTAGE	
If a Pannier frame is being used, was 1/2" allowed on each side for the frame reveal			YES	NO
<b>Native files submitted</b>			YES	NO
PDF submitted? (Must have crop marks, bleed, and fonts embedded)			YES	NO
If yes, please submit native files as well				

## FONTS

Fonts included? (Printer and screen fonts)	YES	NO
Outlined / converted to paths	YES	NO

Please send font files, even in outlined or converted to paths

Please list fonts used

## COLORS

Pantone solid coated used (use only Pantones at 100% tint)	YES	NO
If no, color proof and/or swatches submitted	YES	NO
Gradients built consisting of Pantone spot colors	YES	NO
If yes, please convert all spot colors to process for overall color consistency		
Scale printout provided	YES	NO
For position purposes	YES	NO
For color matching purposes	YES	NO

## NOTES