



ARTWORK CHECKLIST

DATE: _____

COMPANY _____ OUR REFERENCE _____

CONTACT _____ OUR P.O. NUMBER _____

WE ARE SENDING OUR ARTWORK:

- On a CD-R By Email to: **artech@artechpro.com**
 On a DVD-R By FTP (contact customer service for details)
Date sent: _____ Time sent: _____

OUR ARTWORK WAS CREATED USING:

- Adobe Illustrator CS4 or earlier Photoshop CS4 or earlier InDesign CS4 or earlier
(export as press quality pdf or eps)
 QuarkXPress 6.0 or earlier CorelDraw X4 or earlier

OUR ARTWORK WAS COMPRESSED USING:

- Stuffit Zip Not compressed

THE FONTS WE'VE USED:

- MAC only - we've included both screen & printer fonts. PC or Mac - we've converted all text to outlines.

BITMAPS INCLUDED IN OUR ARTWORK:

- We understand that if our document contains bitmaps, we have included or embedded all placed images.
 Line art and text included in our bitmap have been created at minimum 600 ppi, 100% size.
 Greyscale, duotone or four color process images were created at minimum 300 ppi, 100% size.
 The image format sent is a tif, eps, psd or jpg.

COLORS WE'VE USED:

- PMS SPOT COLORS FOUR COLOR PROCESS
Here are the PMS colors: _____

PRIOR TO PRINTING FOUR COLOR PROCESS:

- We are sending a professional pre-press Match Print®, color-key, Water Proof®, Iris Proof, etc.
(so you can be assured that colors correspond with our electronic file.)
 We are not sending a Match Print®, color-key, Water Proof® or Iris Proof but understand you will make one for us at an additional charge depending on the item.

YES, WE KNOW YOU NEED A HARD COPY:

- We are sending one with our order.
(acceptable formats: paper, jpg or pdf) Please send us a free emailed proof.

IMPRINT SIZE OF ARTWORK:

- Our electronic artwork is shown actual size to be printed. Imprint size is: _____

ARTWORK COLORS OR DESIGN BLEED OFF THE EDGE, TEXT & LOGO PLACEMENT:

- We will supply 1/8" extra bleed beyond the die line on all sides.
 All text & logos have been spaced at least 3/32" from the die line.