



The Official Printer of the Denver Broncos

# Publication Printers corp.

Quality Web Printing

2001 S. Platte River Dr. • Denver, Colorado 80223 • 303.936.0303 • Fax 303.934.6712

## CUSTOMER CHECKLIST FOR SUPPLYING DIGITAL FILES

Please review and complete this checklist **BEFORE** you submit your files.  
Additional charges may apply if your job is not print-ready.

### Files created in:

Quark (which version)

\_\_\_\_\_

InDesign (which version)

\_\_\_\_\_

Pagemaker (which version)

\_\_\_\_\_

PDF supplied

### - If Supplying PDF Files -

• PLEASE reference our PDF Instructions to ensure the highest quality possible when printed •

### If Source Files supplied:

PC  Mac

- \_\_\_\_\_ File is setup to the *final trim size indicated on your estimate* from Publication Printers.
- \_\_\_\_\_ If file *is to bleed*, they are pulled out a *minimum of 1/8," preferably 1/4,"* beyond the final trim size on all 4 sides.
- \_\_\_\_\_ Live text/images must also be a *minimum of 1/8," preferably 1/4,"* within the trim size.
- \_\_\_\_\_ All fonts used are included in a separate folder. *(Collecting or packaging typically does this well)*
- \_\_\_\_\_ All images needed are supplied in a separate folder. *(Collecting or packaging typically does this well)*  
Please be sure **ALL UNUSED ELEMENTS are DELETED from the PASTEBOARD**
- \_\_\_\_\_ Images intended to print in color are set to **CMYK**, NOT **RGB, LAB or INDEX**.  
*(This can produce unexpected results when the job is printed.)*
- \_\_\_\_\_ Imported graphics are 300 dpi at 100% when placed to ensure the highest quality when printed.
- \_\_\_\_\_ All graphics are *uniquely named with the shortest name possible* to ensure re-linking accuracy.
- \_\_\_\_\_ If using Pantone colors, please make sure they are named **EXACTLY** the same from program to program.  
*(If using Pantone 123, make sure you delete the CV, CVC, CVU from the color swatch when creating graphics in Photoshop and Illustrator BEFORE placing into Quark/Indesign/Pagemaker)*
- \_\_\_\_\_ **PLEASE SUPPLY COMPLETE & FINAL HARD COPY WITH YOUR JOB TO ENSURE ACCURACY.**

• When preflighting your job we will check your graphics for print quality and alter them as needed UNLESS directed otherwise •

OK to alter       NOT OK to alter

Office Use:

Job Name: \_\_\_\_\_ Job Number: \_\_\_\_\_

Client Contact: \_\_\_\_\_