



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: _____