Almaden Valley Printing Company
INCORPORATED

Prepress Checklist

The following checklist is for you to prepare your files for print.
Please check the appropriate items, sign and date, and fax to 408-995-5150 or bring to our office.

Company

Name _____ Contact _____

Phone _____ Fax _____ Date _____

Project name _____

Type of printing *(business card, labels, etc.)* _____

Media Info

Mac format preferred. *(please circle format)*

3.5" floppy   CD   Zip Disk   Other _____   Compression used _____

Return disk to customer: Yes   No

Software Info

Preferred Software (flies "saved as" version noted): *(please circle format)*

QuarkXpress   FreeHand   Adobe PageMaker   Adobe Illustrator

PhotoShop   Others _____

(All original graphic files must be included on the disk with EPS files so that trapping and other necessary output options can be addressed.)

Font Info

Please list all fonts (including vendor or manufacturer, i.e. Adobe) used in your documents and EPS graphics. _____

_____

Color Info

B & W   Spot colors*   # of colors_____   List all colors _____

_____

Four Color Process   Varnish   Spot   Full coverage

Trapping Info

☐ Trapping has been done – trap amount applied _____
☐ Trapping needs to be done.

Final Checklist

☐ sent only necessary files?
☐ made a back-up of all your files?
☐ labeled all of your disks? (send copies only – retain "originals")
☐ included latest laser proofs or copy of all your files?
☐ printed your own laser separations and achieved the expected results?
☐ included all "linked" graphics, original graphics, EPS' and TIFFS?
☐ labeled your colors identically from document to document?
☐ included screen and printer fonts?

Additional notes: _____

_____

Signature _____ Date _____