

*for more tech tips visit our web site
@ www.prototypegraphics.com*

Submitting Files to your Service Bureau

1. Customer, Delivery and Billing Information

- a. Your name, company name, contact numbers, delivery instructions and billing instructions.
- b. Special instructions such as deadline, rush status, unusual size and color, anything non-standard or potentially confusing.

2. Your document file on disk

- a. Media format (how supplied), which platform, and in what application and version it was created. Please check that we support your program and version.
- b. Supply all fonts used in the document — screen and printer font — including any fonts used in an imported EPS not converted to outlines.
- c. Check that all linked graphics used in your document are updated and supplied with your job.
- d. Create clipping paths on necessary graphics and save as an eps with the path turned on. All grayscale or color TIFFs should be placed with final application backgrounds set to “White” never “None”.
- e. Save color TIFFs and EPSs in CMYK, grayscale or Pantone spot colors.
- f. Use the same Pantone colors with exactly the same name in all of the placed graphics and the master application file. Colors with different names or spellings will separate onto different negatives.
- g. Create scans and graphics at 300 dpi and at approximately 100% of the final output size. Bitmaps and line art should be 600 dpi and at approximately 100% of the final output size.
- h. Create pages at final trim size. Do not place on an oversized page with your own cut and registration marks. You will incur extra time charges to correct the page size or charged for a larger film size.

3. Information needed for output

- a. Unless prior arrangements have been made, you must supply a printout of the final version of your document, one composite printout and one separated printout if your job is color. There will be extra charges for printing a composite and/or color-separated laser proof if one is not provided. You will have to check these prints before your job is processed.
- b. All pertinent information about your job, i.e., file name and range of pages in each document to be output, name of each color used, whether spot or process, line screen, negative or positive, and emulsion up or down.
- c. Final page trim size with bleeds set to extend .125” over page edge.
- d. Information about trapping requirements (if applicable). Extra charges will be applied for trapping.
- e. All page imposition information supplied with a folding dummy.

4. Information needed for proofs

- a. Type of proof such as Black/White Laser, Velox, Blueline, Color Key, Matchprint, or Digital Color Laser.