
GRAPHICS DATA / SCANNING INFORMATION

For each graphic, list the format (eps or tiff), whether it is live or FPO, if an OPI scan, or if original art is to be scanned. Note: It is preferred that we receive both editable files as well as final files so requested corrections can be made more easily. For example, send the application files for illustrated work along with the final EPS images, and layered originals plus the composite art. We prefer art to be supplied untrapped. Also, advise if graphics are bleed images.

For color match, follow: Comp Swatch Values on disk Other _____
Is trapping required? Yes No (Be sure to supply only untrapped files if you would like us to do the trapping.)
Are images embedded? Yes No Are blends in files? Yes No Eliminate banding? _____
Qty of mechanicals to scan _____ Logo enclosed _____ Barcode enclosed _____ Qty of transparencies to scan _____

CHECKLIST OF SUPPLIED MATERIALS

- Duplicate files instead of the originals
 - Copies of complete font folder (both screen and printer fonts) for every font used
 - Files in their native software, even if PostScript files are also supplied (Note: We prefer to do the PostScripting for you.)
 - Exact sizing requirements for items to be scanned
 - CMYK format for all hi-res scans at a minimum 300 dpi, although 360 dpi is preferred
 - Laser or color proof made from final supplied electronic copy at 100% size, even if it must be tiled
 - Notation if PMS colors are to be color builds from 4/C instead of true PMS pigments
 - Color breaks, FPO notations and crop marks indicated on final hard copy output
 - Copies of all imported files used in final image
-

PROOFING

Type of proof requested: Electronic Chromalin Color Key Matchprint Blueline Other _____
Send proof to _____

NOTES AND SPECIAL INSTRUCTIONS

See attached sheet(s) for additional instructions

This Electronic Prepress Component Information Sheet is provided to The Maple-Vail Book Manufacturing Group by

_____ on _____
SIGNATURE DATE

MAPLE-VAIL USE ONLY

Job number _____ Special P.O. number _____
Print qty _____ Bind date _____ Imposition _____
Sample/Additional information _____

Submitted by _____ Date _____

