



# THE MAPLE-VAIL BOOK MANUFACTURING GROUP

## Electronic Prepress Information Sheet

### CUSTOMER INFORMATION

PO Number \_\_\_\_\_

Company \_\_\_\_\_ Date \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### COMPOSITOR INFORMATION

Company \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### BOOK SPECIFICATIONS

New  Revision  Print Run \_\_\_\_\_

Title \_\_\_\_\_ Author \_\_\_\_\_ ISBN # \_\_\_\_\_

Ink Color: Body Text Black  Other  (designate PMS color and number) \_\_\_\_\_

Second Color (designate PMS color and number) \_\_\_\_\_

Web  Sheetfed  Binding Style \_\_\_\_\_ Paper \_\_\_\_\_

Trim Size \_\_\_\_\_ Head Margin \_\_\_\_\_ Gutter Margin \_\_\_\_\_

Trim Style: Full  Rough  Bleeds: Yes  No  Total Pages (including blanks) \_\_\_\_\_

Total number of illustrations: Line art \_\_\_\_\_ Halftones \_\_\_\_\_ Screens \_\_\_\_\_

Page Breakdown: Front Matter \_\_\_\_\_ Text \_\_\_\_\_ Index/Back Matter \_\_\_\_\_ Other \_\_\_\_\_

Complete  Incomplete  Pages to come \_\_\_\_\_

Blank Pages: \_\_\_\_\_

### FILE SPECIFICATIONS

Number of disks enclosed \_\_\_\_\_ PC  Mac  Size/type \_\_\_\_\_ Operating System \_\_\_\_\_

Application(s) \_\_\_\_\_ Version(s) \_\_\_\_\_

QuarkXPress XTensions (if used) \_\_\_\_\_

Fonts are embedded in PostScript files  on the disk  Current versions of Adobe/Linotype to be supplied by the printer

Fonts used _____	Manufacturer _____
_____	Manufacturer _____
_____	Manufacturer _____
_____	Manufacturer _____
_____	Manufacturer _____
_____	Manufacturer _____
_____	Manufacturer _____
_____	Manufacturer _____

Files are not compressed  are compressed using \_\_\_\_\_ Version \_\_\_\_\_

### GRAPHICS DATA / SCANNING INFORMATION

Illustrations are for position only  for final output  Graphics File Format Tiff  EPS  Other

OPI Graphics  Low-res images in place  if not please explain \_\_\_\_\_

Graphics application \_\_\_\_\_ Version \_\_\_\_\_



