conectiv

Print Material: E-File Information Form

FRONT AND BACK OF THIS FORM MUST BE COMPLETED AND SUBMITTED WITH EACH PROJECT.

FULL SIZE (100%) HARD COPY LASER PROOF(S) MUST BE SUPPLIED BEFORE CONECTIV CAN PROCESS YOUR FILES.

Clearly mark live and FPO elements, PMS colors, and any special instructions.

Title _____ Catalog/Ref. # _____

Customer Name _____ CSR _____

Media: Software:

○ 3.5" Micro Floppy Diskette   ○ QuarkXpress version # _____

○ 44   ○ 88   ○ 200MB Syquest   ○ Pagemaker ver. _____

○ 5.25", 650MB Magneto Optical Cartridge   ○ Adobe Photoshop ver. _____

○ CD-ROM or CD-R   ○ Freehand ver. _____

○ 100MB ZIP   ○ Adobe Illustrator ver. _____

○ Modem (must be pre-arranged)

DATA: ○ Original   ○ Replacement

○ MAC PLATFORM   ○ and/or PC Platform

DESIRED PRINTING PROCESS: ○ Line Art (PMS)   ○ Four Color Process

Fonts: (Adobe Postscript™ only) Include all printer and screen fonts in your file for all applications submitted. Only Postscript fonts are accepted. True type fonts are not acceptable.

Manufacturer	Name	Style	Version
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Project Status: Special Instructions: _____

○ Page assembly complete   _____

○ Cropping performed to specified printing area   _____

○ Trapping applied   _____

File Data: File Name: Type:

File to be output:_____   _____

Linked files:_____   _____

_____   _____

Include all original application files of any EPS file used in the page layout file. Four color files should be set up as CMYK process color. Files must be created in QuarkXpress, PageMaker, or CorelDraw. Include crop and registration marks.

Add 1/8" bleed beyond all final trim marks. Mark separated pages with appropriate process or spot PMS colors.

Scans:

Include all live EPS files, live scans/images, and original application files of any EPS files.

Four color process work and black and white halftones should be 300 dpi (dots per inch). Color scans should be saved as CMYK. Line Art should be scanned at 1200 dpi minimum. Identify FPO (For Position Only) scans and identify the corresponding high resolution graphic or scan files to be output and include those files on the disk.

Note: Required printed material should not include country of origin references (Made in, manufactured in, etc.). In the event printed materials include country references/addresses (printed in USA, XYZ company, main street, anytown, state, USA) Conectiv will be required to imprint/label a country of origin marking on the exterior of the product.

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Proof(s) you require for approval:

Conectiv will inspect your image for printability before film output. If changes are required, specify approval proof type.

We require and will automatically output a contract proof from final film to approve printing process.

For Alteration Approval	For Final Approval	
◯	◯	Notify prior to changes
◯	◯	Color separated B/W laser proofs
◯	◯	Composite B/W laser proofs
◯	◯	Digital color proof
◯	◯	Contract proof from film

SEND PROOFS FOR APPROVAL TO: ◯ Designer   ◯ Client

RETURN MEDIA TO: ◯ Designer   ◯ Client

Client approvals to be made by:

Name:

_____

Company: _____

Address: _____

_____

Phone #: _____

Fax #: _____

Designer:

Name:

_____

Company: _____

Address:

_____

_____

Phone #:

_____

Fax #: _____

Submitted by: _____   Title: _____

Signature: _____   Date: _____