

Client Checklist for supplied files or film

Step 1

- I received Eastco's templates from their website.**
(<http://www.eastcomultimedia.com/emms/templates.php>)
- I received Eastco's templates via fax.**
- I still need Eastco to send me the templates.**

Step 2

- I have supplied my files in one of the following programs:**

Macintosh:

Adobe Photoshop CS2 © or lower
Adobe Illustrator CS2 © or lower
Adobe InDesign
Adobe Pagemaker 7.0 © or lower
Freehand 10.0 © or lower
QuarkXpress 6.0 or lower
Corel Draw 10.0

PC:

Adobe Photoshop CS2 © or lower
Adobe Illustrator CS2 © or lower
Adobe InDesign
Adobe Pagemaker 7.0 © or lower
Freehand 10.0 © or lower
QuarkXpress 6.0 or lower
Corel Draw 10.0

Electronic files are supplied as CMYK, 300 d.p.i for all full color images. Black and white images are 300 d.p.i. grayscale. **ALL FONTS (Screen and Printer) must be included!**

We do accept Microsoft Word and Publisher files, however extra charges may apply to convert the files for our Direct to Plate system.

- I am supplying electronic files/images for Eastco to design my project.**

Electronic files are supplied as CMYK, 300 d.p.i for all full color images. Black and white images are 300 d.p.i. grayscale. **The files need to be in a (.tif, .eps, .psd formats)**

Text files are supplied as .txt or in a Microsoft Word ®format.

Step 3

- * I have included a printed output to show correct size, layout and content.**
* If printouts are not supplied or the files that we are to use are not clearly marked, we will print them out and you will be billed \$15.00.

Supplied Film

- I have included film for Eastco to use for printing.**
 - Films for CD labels needs to be 150 line screen. Any halftones that are to be printed on the CD should have been saved as 266 d.p.i, colors can be CMYK or any Pantone © ink. Please specify colors on the film plates. CD label film should be trapped properly and film needs to be supplied as Positive emulsion up.
 - Film for Printed inserts need to be 150 line screen, Negative, emulsion down.

*** Client Info**

Account Rep: _____

Client Name: _____

Job Name: _____

Phone Number: () _____

Fax number: () _____

email address: _____@_____

*Please return this checklist with your supplied files or film. It will allow us to process your job more efficiently.

Don't hesitate to call or email our Graphics Department with any questions. We look forward to assisting you with any questions or problems that you may have in regards to designing your project.