



1621 Wall Street
Dallas, Texas 75215
214.565.1191

Preflight Checklist

JOBNAME _____ **TICKET #** _____ **DATE** _____

Please complete this entire form prior to job submission:

Yes No N/A

- Include a *numbered* hard copy go-by?
- Include file assembly instructions?
- Include the printer and screen fonts?
- Include files for linked graphics or images?
- Create PDF or Postscript files?
- Compress the files?

required
required
required for Application source files
required for Application source files
recommended for DocuTech laserprinting
recommended for files sent electronically

Please check the following as it applies to your job.

PLATFORM

- MAC, if so OS version _____
- PC, if so Windows version _____
- OTHER _____

MEDIA TYPE

- ZIP SYQUEST: 44 MB
- JAZ 88 MB
- CD 105 MB
- 3.5" DISKETTE 170 MB
- LS-120 Superfloppy (120MB Mac only) 200 MB

COMPRESSION

- PKZIP/WINZIP
- STUFFIT (required for FTP and e-mail from MACs)
- OTHER _____

LIST THE FILE NAMES BELOW:

SENT VIA

- FTP (use "Incoming" folder)
- E-MAIL (up to 2MB; Internet e-mail is unregulated)
- LAUNCH!

FILE TYPES SUBMITTED

- POSTSCRIPT
- PDF
- APPLICATION FILES

APPLICATION & VERSION USED

PRINTER DRIVER USED

ALTERATIONS NEEDED?

Yes No Unknown

- Scale the artwork properly
- Edit Text(place instructions below)
