

FILE INFO

Client Name: _____

Client Phone: _____

Production Artist/contact: _____

Production Phone: _____

Production email: _____

File Name: _____

Application

Quark Xpress version _____

Pagemaker version _____

Linked Files

Illustrator version _____

Photoshop version _____

Other _____ version _____

Materials Sent

Zip name: _____

Jaz name: _____

CD name: _____

other: _____

Magazine:

Image

Newsstand

MP2

Rag

Other _____

Deadline (back to client): _____

FINAL CHECK

The following have been checked:

Fonts are included

Photos and other links are included

Photos are at correct resolution

Photos are CMYK not RGB

Photos are EPS or TIFF not JPG or GIF

Size and Bleeds are correct for specific magazine

Printouts of all pages are included

SEND TO

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