

# Communication Arts

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www.commartarts.com

## Digital File Information Form

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

Technical Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Ad \_\_\_\_\_ File Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Provide the following information:

**File Type**  PDF/X  PS

**Creation Program**  QuarkXPress  InDesign  Illustrator  Other \_\_\_\_\_

**Delivery Method**  CD-ROM  Email  FTP

**Size of Ad**  1/4 pg  1/2 pg vertical  1/2 pg horizontal  
 1 pg  2-pg spread  4th cover  Other \_\_\_\_\_

**Color**  4-color  B&W  PMS  Other \_\_\_\_\_

**SWOP approved, 175 line screen, dot-based proof included.**  YES  
 NO —CA should make every attempt to best represent the file submitted but I understand that without an appropriate proof CA can not be responsible for any color or composition inconsistencies. Please initial: \_\_\_\_\_

**Double check your files to be sure that:**

- All fonts are embedded. Type 1 Fonts only. No Multiple Master fonts.
- All images are CMYK only (NO RGB) except for paid-for spot colors.
- All trim and bleed marks are included.
- A color bar is included in the file (6mm 5%, 25%, 50%, 75%, 100% CMYK patches).

### FOR CA USE ONLY PRODUCTION DEPARTMENT

Date Received \_\_\_\_\_

Date Verified \_\_\_\_\_

Verified By \_\_\_\_\_

**ID Number**