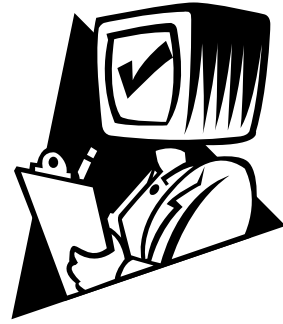


# Digital Printing CHECKLIST



**THIS CHECKLIST MUST BE SIGNED TO INITIATE YOUR JOB!**

- I have built my document on 12" x 18" pages (oriented portrait or landscape)
- I have centered my document within an 11" x 17" "live" area
- I have manually ruled crop, score and fold marks per Imagers' layout tip sheet
- I have allowed for bleed where necessary, but no more than 1/16" each side
- I have included *all* support graphics with my layout file(s)
- All my scans are 225-300 dpi, CMYK TIFF or EPS (but not DCS)
- I have included *all* screen and printer fonts (even the ones used by embedded graphics)
- I have included a color or b/w laser of my document as a "go by"
- If applicable, my "go by" has been folded just as I want the finished piece folded

### CHOOSE ONE OPTION:

- IF YOU ENCOUNTER PROBLEMS WITH MY JOB, **STOP** AND CALL \_\_\_\_\_ AT \_\_\_\_\_. I REALIZE THIS TAKES MY JOB OUT OF QUEUE AND WILL CHANGE MY DEADLINE.
- I'M IN A HURRY.** IF YOU ENCOUNTER PROBLEMS, YOU ARE AUTHORIZED TO FIX THEM FOR ME AT YOUR RATE OF **\$25 PER 15 MIN.**, BUT DON'T EXCEED \$\_\_\_\_\_ WITHOUT CALLING ME.

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_