



At Media Services we are strictly a Macintosh based art department that uses the industry standard Quark Xpress for all of our output needs. In order to help your project flow smoothly through the graphics department we ask that this form be **filled out completely and submitted** along with your discs and hard copies. Thank you for your business.

(Electronic Proof Requested) @ www.mediaomaha.com/proofs

Customer Information:

Company: _____ Contact / Designer: _____

Address: _____

Phone: _____ Fax: _____ Date: _____

PRINT *C h e c k l i s t*

MAC

Application:

- Quark Xpress
- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

Images:

- CMYK
- Grayscale

If you encounter any problems with my job, STOP and call me. I realize that this will take my print job out of que and will delay my project.

If you encounter any problems, you are authorized to make any any necessary corrections at the rate of \$55.00 / Hour. Do not exceed \$ _____ without verifying with me first.

PC

Application:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

Images:

- CMYK
- Grayscale

* We do not accept PC Quark *

Submitted Via:

- 3.5" Floppy
- Zip
- CDR



For any media that needs to be returned please contact your Sales Rep.

CD Imprint

My files are set up to Separate as:

- Spot Colors (Pantone Coated)
- CMYK process
- 1 Color

Must Include:

- Hardcopy
- Only Files Needed for this project.
- Checklist Sheet (Filled out)

*** Always double check all of your artwork before submitting to avoid any delays in the graphics department.**

All files need to be created at 300 DPI in CMYK or GRAYSCALE mode and saved as EPS or TIFF. We do not recommend that Illustrator or Freehand be used for *layout* due to the size of files with embedded images. If either of these applications are used files should be saved as EPS. * Send all files linked within the EPS file (TIFF or EPS only - same guidelines as above) . * All text must be converted to curves, outlines, or paths. For Quark Xpress files submitted all fonts must be included * Screen and Printer versions*.

**** Layout Templates are available @ www.mediaomaha.com or ask you Sales Rep.****

This form MUST be turned in with all art files.



PROOF APPROVAL FORM

Here are the proofs for your _____ project. I hope you like the design, I'd love to think that it is free of mistakes....but nobody's perfect.

Please check this over with a fine-toothed comb. Make sure that all spelling is correct and that the project looks exactly the way you want it printed. My job is to make you happy. If you would like to see changes, let's talk. If all is OK, return this form via fax or mail.

Layout / design corrections, lots of type mistakes, etc. must be corrected by fax or mail. Return the proofs with your corrections written in. Mail is preferable, but if the corrections are easy to read, the fax is acceptable.

My job is not done until you are satisfied with your design. Please take the time to double and triple check all of the details and make suggestions as to the final look of your project. We want your project to stand out above the rest.

Thanks,

1. Proofs Approved: I have checked the proofs provided and I am satisfied that all information is correct as presented to me. I accept full responsibility for typographical errors subsequently discovered on printed materials.

SIGNATURE: _____ DATE: _____

2. Changes Needed: I need changes made per my instructions (provided our art departments is able to work with your files). Please send a new proof.

SIGNATURE: _____ DATE: _____

Please read and initial the following, regardless of your response to the above.

_____ I understand that my project can and will not be printed without my approval and signature of this form. Media Services is not responsible for any delays incurred in the proofing process.

ANY CHANGES MADE AFTER YOU HAVE APPROVED YOUR ARTWORK WILL RESULT IN ADDITIONAL FILM COST AND DELAYS IN YOUR PROJECT

Fax this form to 402.537.4495 signed on the appropriate line (Attention Ann) or email: mediaannm@aol.com (cut and paste which line you are approving) Any question concerning this form please call 888.891.9091 ext. 108