

Electronic Pre-Press Specification Form



Electronic Pre-Press Department
 Email: prepress@sosprint.com
 FTP Site: <ftp://ftp.sosprint.com>
 SOS Sales Person: _____

of Disks Supplied and type _____
 SOS Job # _____

8135 Ronson Road, San Diego, CA 92111
 phone (858) 292-1800 • fax (858) 292-8009

Customer Name _____ Contact Name _____
 Phone _____ Other Phone _____ Email Address _____

EXACT NAME OF FILE TO BE OUTPUT	SOFTWARE / VERSION #	OPERATING SYSTEM	LINE SCREEN	PAGE SIZE	PAGES TO PRINT	LIST COLORS TO SEPARATE*	SPECIAL INSTRUCTIONS**

CHECK-OFF LIST: *To help us meet your deadlines, please read the following carefully, and fill out as completely as possible.*

FONTS:

- All fonts used in support and output files included on disk.
- Both *screen* and *printer* components.

SUPPORT FILES:

- All support files included on disk.
- All images saved at the appropriate resolution. All low-resolution files requiring replacement with scans or other files must be identified below.
- For CMYK jobs: All files already converted to CMYK.
- *For spot color jobs: Spot colors consistently named in support files and output document. Non-separating spot colors converted to CMYK.
- All files requiring special handling and/or editing identified below. **All images to be scanned must be identified on the back of this envelope.**

*Special Editing Instructions:***

***For jobs requiring special handling (photo retouching, color conversion, file editing, etc.) note that extended timelines and labor charges apply.*

LASER PROOFS:

- Accurate laser proofs included with files. Lasers created by SOS *may result in additional charges.*
Lasers included should be at 100%. If not 100%, percentages must be marked.
- *For spot color jobs: Accurate *color separated* lasers included. If not, *all* spot color breaks must be identified on composite lasers.

OTHER:

- Files created at final trim size.
- (If applicable) Varnish files included on disk. If not supplied, varnishes must be indicated on lasers.
- Mock-up, folding, or backup sample included.
- Bleeds included in file. All images set to bleed.
- (If applicable) Diestrike files included on disk. If not supplied, diestrikes must be indicated on samples or lasers.

