



We require that this form be completed in full and submitted before we can proceed with your order.

Preparing proper graphics files for a CD/DVD project is a complex procedure, which done incorrectly could result in costly delays to your project. Our intent is to guide you through the process with a logical checklist of our requirements.

We rely on the accuracy of this information in order to complete your job.

Client Information:

Contact: _____
 Company: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Project description: _____

Designer Information:

Contact: _____
 Phone: _____
 Fax: _____
 E-mail: _____

We accept files saved at the equivalent or lower version from any of the following programs:

Please check and indicate appropriate information: Platform: Mac Windows*

Adobe Illustrator 10.0: version _____ Adobe InDesign 2.0 (Mac): version _____

Adobe Photoshop 7.0: version _____ QuarkXpress 5 (Mac): version _____

Adobe PageMaker 6.5: version _____ CorelDraw 10.0 (Windows): version _____

**Macintosh files are preferred. Conversion from Windows to Mac may require font substitution.
 We cannot accept files created in MS Word, MS Publisher or any proprietary label layout program.*

On the following Media: Please check one. (Clearly mark materials with contact name, phone and project number.)

Floppy Disk Zip Disk (100 or 250 MB) CDR e-mail Jaz Disk

Services Required:

Electronic preflight*** add Barcode add CD / DVD logo: type _____

Output to film and proofs add MAPL logo add Product # _____

Digital Print setup Make changes as indicated*** _____

*** Artwork charges may apply.

Have you?

- used **our templates** to ensure your artwork meets our manufacturing specifications?
- supplied a print out** of the final file?
- made booklet layout in **printer spreads**?
- included all **fonts**, screen fonts or created outline and grouped text? Type 1 True Type
- embedded all **photo images** and included external copies of embedded images?
- created and saved all images at **300 dpi resolution**?
- made your **page size to finished size**?
- made all **bleed 3 mm (1/8")** outside trim marks? (**No bleed** allowed on disc imprints, bleed is required for paper labels)
- used software generated **registration and crop marks**? (not manual crop marks.)
- made all color images **CMYK (NOT RGB, not Pantone)**? *Charges may apply for conversion of colours*
- supported** your black images?
- created and saved files **for PhotoShop** at 300 dpi and unflattened?
- done a collect **for Quark** files?
- left color **trapping** for us to do?
- included a unique **product code** (maximum 13 characters, including spaces and symbols)?
- added **Made in Canada** to outside of package?

For Disc imprint

- created file in CMYK or color separated as pantone colors/duotone and indicated all colors by pantone number?
- indicated if **white underlay** required?
- indicated whether **knockout type** goes to white or silver?
- set CMYK **tonal range** minimum 15% and maximum 85%?
- used **minimum .75 pt** for rules (lines) and **6 pt bold** for smallest type?

HAVE YOU CHECKED YOUR FILES?

Date: _____ Signature: _____ CD&T Representative: _____