TEK SOLUTIONS

ARTWORK CHECKLIST

Company Work is being prepared for: _____

DATE: _____

COMPANY NAME _____   CONTACT _____

TEL. _____   EXT. _____   FAX _____

SOFTWARE

- ❏ *Adobe Illustrator*
- ❏ *Adobe Photoshop*
- ❏ *Adobe InDesign*
- ❏ *Acrobat Acrobat*
- ❏ *Barcode Pro*
- ❏ *Freehand*
- ❏ *QuarkXPress*
- ❏ *Bartender*

all software is current and kept up to date

COLORS *(please indicate PMS#)*

- ❏ Black
- ❏ Process
- ❏ Pantone (spot colors)
- ❏ Spot Varnish
- ❏ Other

PMS# _____   PMS# _____
PMS# _____   PMS# _____
PMS# _____   PMS# _____

FONTS *(please include all screen & printer fonts)*

ART WORK SPECIFICATIONS

Die Size: W _____ X H _____

Corner Radius: _____   ❏None

Substrate: _____

DIGITAL PLATFORM

❏MAC ❏PC   ❏OTHER

ARTWORK SUPPLIED

❏FTP (Fetch)   ❏e-mail
❏CD-R   ❏Recreation
❏DVD   ❏Other

*files that are 3mg or smaller can be e-mailed to:
art@tekgraphicsolutions.com*

*files larger than 3mg can be sent via ftp.
Please email us for FTP Info.*

FILE PREPARATION FOR MACINTOSH

• All Final Files should be prepared in one of the following programs listed to your left. If files can not be prepared in one these programs please note the program in which it was prepared and contact us at the number provided below.

• Files must include all SCREEN & PRINTER FONTS pertaining to that file. Fonts may be substituted by creating artwork to curves or outlines. By doing this the screen and printer fonts will not be needed.

NOTE: Any text created to curves or outlines will not be able to be altered or corrected in anyway.

• Files must include all connecting and imported files such as, (EPS, TIFF, JPEG etc.). Resolution on imported files should be no less than as follows:
Process Pictures & Halftones = 300 dpi
Line art & Bitmap Images = 1200 dpi

NOTE: All Traps, Spreads, Cutbacks & Film Work-up will be by our Art Department. Any further alterations needed to be made to the artwork will require Customer Approval before they are made.

• All jobs require a color proof or laser output with color breaks from the customers final file. This allows us to check copy correctness and copy position.

FILE PREPARATION FOR PC PLATFORM

• Files prepared on a PC version of the software noted to the left will be able to cross platform provided that all fonts are created to curves. If fonts are not created to curves this will cause a problem for all text.

• Please include all connecting & imported files used in the document. You may have to physically collect them and copy them to the disk. Most Office programs save imports at 72 dpi. Please make certain that connecting files are at the correct resolution.

IF FURTHER ASSISTANCE IS NEEDED PLEASE CONTACT
US AT: (570) 424-3229