

ELECTRONIC MEDIA FORM

PLEASE NOTE: This form must be filled out completely for all jobs involving electronic media. The job will not be processed without this form. Please include a hard copy printout as well.

Contact (Creator of electronic file) _____ Phone: _____

Company Name: _____ Date: _____

Special Instructions: _____

ELECTRONIC SPECIFICATIONS:

PLATFORM:

Macintosh IBM

PLATFORM:

Zip Disk 100MB CD-Rom
 FTP DVD-Rom
 E-mail

SOFTWARE USED:

QuarkXpress (version _____)
 Adobe Photoshop (version _____)
 Adobe Illustrator (version _____)
 FreeHand (version _____)
 InDesign (version _____)
 Other _____

File Compressed - Software Used:

AD NAMES TO BE OUTPUT:

1) _____
 2) _____
 3) _____

FONTS USED: Both screen and printer fonts must be included. All fonts embedded in graphic images must be included as well. All fonts must be Postscript. True Type fonts will be substituted.

GRAPHICS:

None TIFF EPS
 Other _____

ART: Send the document file, plus all linked graphic and fonts. Please place high-res images (300 dpi) in document. All art must fit within ad specifications. Please use only TIFF and EPS graphics. Press ready PDFs are also accepted.

COLOR: Use only process CMYK. Any PMS and/or RGB colors used will be converted to process and may result in a shift in color.

COPYRIGHT: All that appears on the enclosed medium (including, but not limited to floppy disk, modem - transmission, removable media) is unencumbered by copyrights. We, the customer, have full rights to reproduce the supplied content.

Signature: _____
 Date: _____



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