



Electronic PrePress Information & Checklist

To be filled out by customer and must accompany any files submitted to C-M Books. Please give all pertinent information & complete separate forms for book's interior and the cover/jacket/die. Incomplete forms may delay job output. Please fill out all 3 pages.

CUSHING-MALLOY, Inc. 1350 North Main Street, Ann Arbor, MI 48104 • 734.663.8554 • FAX: 734.663.5731

CLIENT INFORMATION

Company Name _____ Contact Person _____

Title of Book/Journal _____ Phone/Fax _____

Trim size _____ X _____ Spine Width _____ Email _____

NOTE: Please contact your salesperson for a template.

JOB INFORMATION

File Name(s) _____
(Or you can print out your directory from your disk and attach)

Platform: Macintosh Windows NOTE: Application files for the book's interior must be Macintosh format.

Sent via: C-M Books Website Upload Portal FTP Email CD DVD

Application: InDesign _____ Ver. # QuarkXPress _____ Ver. # Illustrator _____ Ver. # Photoshop _____ Ver. #
 Other _____ PDF*

*PDF files are preferred for the book's interior. Extra charges will apply for us to work from the source application files.

TYPE

Typefaces Used _____
(List all Font Families, or you may print out your directory from your disk and attach)

IMPORTANT: Provide all fonts used on the side or embed in pdf.

ART / ILLUSTRATION

If providing source application files, include all imported or original graphic documents TIFF EPS Other _____

NOTE: Rules/frames must be set to at least .25pts (please no hairlines)

OUTPUT

Color Separations 4C Process (CMYK) Black Pantone/Spot: PMS # _____ PMS # _____ PMS # _____
 Varnish Embossing

REPAIRS/CORRECTIONS

Make changes to original file(s)

Original files will not be altered without client permission, customer will be contacted if complicated repairs are necessary. There will be an additional charge for repairs or changes. Please indicate any alterations to be made to the document PRIOR to output, otherwise all files will be processed AS IS.

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This checklist is a tool provided to aid in the creation of trouble free, high quality files. Please check "YES" or "N/A" next to each item.

GRAPHICS

YES N/A

- All graphics are in EPS or Tiff format (Natively or converted from another format).
- Line art/bitmap graphics are 600-1200dpi or above.
- Grayscale/continuous tone images are 300 dpi or above.
- Graphics resolution has not been tampered with by a photo manipulation program.
- Tonal range is between 5% and 95%.
- Graphics are placed in layout at 100% of original size.
- Barcodes are line art, dark color and placed at 100%.

COLOR

YES N/A

- All colors are CMYK or Pantone.
- No RGB or Index colors.

FONTS

YES N/A

- If source applications are being furnished, all fonts used in layout are provided on the side or embedded.
- All fonts used in illustrations are provided on the side or embedded.
- I understand that all fonts other than PostScript Type one or Open Type have a higher potential for problems.
- Attributes have not been added to fonts. (i.e. You should use *Times-Italic* from the font menu rather apply *italic* to Times-Roman.)

PAGE LAYOUT

YES N/A

- Create output files from my page layout application files (extra charges apply for book's interior).
- All bleeds extend 1/8" beyond trim.
- All non-bleeding printing elements are 5/16" inside trim.
- Document is sized the same as it should be output.
- All pages are the same trim size.
- Rules are at least .25pts. Rules are not set to hairline.
- Any used extensions or plug-ins are provided.
- My cover/jacket/die file dimensions match template provided by C-M Books salesperson.

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PDF

YES N/A

- Conforms to "PDF file creation guidelines" found at www.c-mbooks.com.
- I have previewed each PDF to ensure no inadvertent changes occurred while is was generated.

ADDITIONAL NOTES