

Customer File Submission

Date: _____

Customer Name: _____

Job #: _____

Created By: _____ Phone # _____

email address: _____

Type of Proof: Paper (here / fax / mail) PDF (online proof)

Type of File: Mac PC

File provided in:	Version
<input type="checkbox"/> PDF	_____
<input type="checkbox"/> Postscript	_____
<input type="checkbox"/> QuarkXPress	_____
<input type="checkbox"/> Adobe Pagemaker	_____
<input type="checkbox"/> Adobe InDesign	_____
<input type="checkbox"/> Microsoft Publisher	_____
<input type="checkbox"/> Microsoft Word	_____
<input type="checkbox"/> Other _____	

Files should be compressed and sent to us on our website www.dairylandprint.com using the "Send a File" button.
Please do not send files to us as email attachments!

Has "collect for print" feature been utilized? Yes No

Are photos and images included as separate files and are they linked? Yes No

(If not, output may not be as expected.)

Are photos and images saved as EPS or TIFF files? Yes No

Are fonts included separately? Yes No

If fonts are not included, may we substitute? Yes No

(If no substitutions, may not print properly.)

Has customer provided hard copy of document? Yes No

Filename: _____ Yes No

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NOTE: IF THERE IS MORE THAN ONE FILE ON THE DISK, WE MUST KNOW THE NAME OF THE FILE TO BE OUTPUT.

Digital File Standards for Dairyland Printing

Our company supports **QuarkXPress, Adobe Pagemaker, Adobe InDesign, Microsoft Publisher, Microsoft Office (Excel, Word)** and **PDF** formats.

The following application files must be provided using special utilities within the application for preparation for a printer. These utilities are:

- * QuarkXPress: “Collect for Output”
- * Pagemaker: “Save for Service Provider”
- * Publisher: “Pack and Go”
- * InDesign: “Package”

NOTE: If these special utilities are not used, then an additional charge will be required.

We have **SeePrint™**, a special driver - FREE to all customers - available on our website to create and submit print-optimized pdf files to us, so please use this tool - IT CAN SAVE YOU MONEY! By using **SeePrint™** you will be able to simplify the process of file submission because it automatically embeds the fonts and graphics used in your file. We highly recommend using this tool.

Please do not send files to us as email attachments. Use the “Send a File” button on our website at www.dairylandprint.com after compressing your document.

* All graphics files must be provided as TIFF or EPS files. Other file formats will require conversion at an additional charge. JPEG, GIF, and others are primarily for web or display use and are not suitable for printing and must be converted. EPS files should have fonts converted to curves or outlines.

* Full color images and photos to be printed in 4-color process must be prepared in CMYK (NOT RGB). Spot colors should be identified as Pantone colors. Files that require changes will have an additional charge.

* A hard copy sample of the document is required so we will know what your document will look like. Multi-color documents should be submitted as separations. If a printed sample is unavailable, an additional charge will apply.

* Microsoft Office applications cannot be color separated within the application. If the documents are to be printed on a printing press, we must use special procedures and tools to separate these files that will require an additional charge. We will attempt to match the colors as close as possible.

Some files may require special pre-press preparation so they can print properly and may require an additional charge.

Our staff is available to assist you in preparing your files properly so we can meet your time, quality, and budget demands.

Many answers to your questions about proper file preparation for commercial printing output are available in the HELP section of your application. (Usually found at the top of the screen in your menu bar.) Additional help files and documents are available for download from the resources section of our website at www.dairylandprint.com.