

MIDWAY PRESS

FILE SUBMISSION CHECKLIST

1 CONTACT INFORMATION

Publication _____
Contact _____ Phone _____
Tech Contact _____ Phone _____

2 FILE INFORMATION

- ▶ Was this file created in PDF format using Midway Press settings? Yes No
If the answer is yes, skip to Step 3
****Go to www.midwaypress.com to learn more about setting up your files*
- ▶ Please note the source application used to create your document:
Mac: Quark PageMaker InDesign Other: _____ Version _____
PC: Quark PageMaker InDesign Other: _____ Version _____
****Note that other applications may or may not be supported. Contact your CSR for details*
- ▶ Is the job submitted as one file? Yes No
If no, how many documents are included? _____
- ▶ Are all active fonts included with the job? Yes No
- ▶ Are all graphics included with the file? Yes No
- ▶ Are graphics embedded or linked? Yes No

3 DOCUMENT INFORMATION

- ▶ Are all graphics at least 200dpi for Newsprint or 300 for Heat Set? Yes No
- ▶ Is your document built to the correct size? Yes No
****If you are unsure about the size, contact your CSR.*
- ▶ Are your pages centered? Yes No
- ▶ Has all of your color (including spot) been converted to CMYK? Yes No
- ▶ Does your document contain duotones? Yes No
- ▶ If you have bleeds, are they at least 1/4" larger than the document? Yes No
- ▶ Did you submit a "Build List" showing the order of files to be printed? Yes No
- ▶ Are laser proofs provided with your order? Yes No
- ▶ Are laser proofs clearly marked for color? Yes No

4 FILE TRANSFER INFORMATION

- ▶ How will we receive your files?
FTP CD DVD Other: _____
- ▶ If submitting by FTP, do you already have an account? Yes No
****Due to security reasons, Midway does not pull jobs from Customer sites*

5 Customer Notes

- ▶ Midway Press, Ltd. is not responsible for lost or damaged disks, files, or hardware.
- ▶ Midway Press, Ltd. does not archive customer files.
- ▶ Included with your order is 1/2 hour of file manipulation time. After 30 minutes and up to one hour you will be billed the standard Prepress rate without notification.
- ▶ If your files require more than one hour of file manipulation, you will be contacted for instructions.
****Note that your due time may be affected by file manipulation requiring more than one hour.*

M Midway Use Only

CSR _____
Date _____ Time _____