



INTERNAL USE ONLY
Job # _____
Customer # _____
Date Entered _____

E-FILE/DISK SUBMISSION FORM

General Information

Date: _____

Company Name: _____ (phone) _____

Contact Name: _____ (e-mail) _____

FP Horak Contact: _____

Type of Project: Business Form Commercial DIC

Description: _____

Quote No.: _____

Flat Size: _____ Finish Size: _____ Number of pages: _____

Number of Colors: _____

File Information

Platform: PC MAC

Program/Version Used: _____

Disk Directory Supplied? YES NO (See back of envelope for instructions)

Did you include all fonts (screen and printer)?..... YES NO

Did you include number of bleeds if any? YES NO

Did you include all graphics? YES NO

Are graphics 300 dpi or higher? YES NO

Have you included a current laser to refer to?..... YES NO

Have you provided color separations from your laser printer to check each separation? ... YES NO

Is it required to make any changes/additions to the submitted file? YES NO

If **YES**, please indicate changes/additions: (Ex: text changes/scans/photos)

Any additional comments or instructions: _____

TYPE AND NUMBER OF DISKS: _____

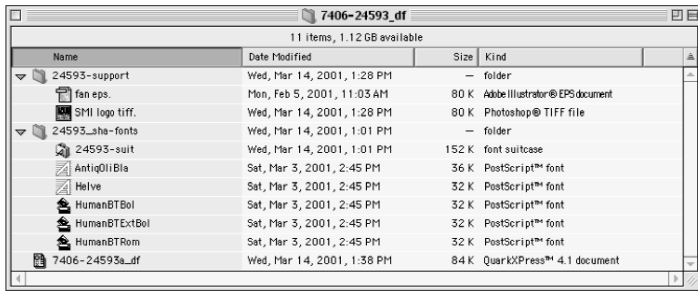
E-MAIL INSTRUCTIONS:

PLEASE DO NOT SEND FILE(S) LARGER THAN 2MB WITHOUT THE USE OF COMPRESSION SOFTWARE. AFTER SENDING FILE PLEASE CONTACT YOUR CUSTOMER SERVICE REPRESENTATIVE AND FAX LASER OF THE FILE SENT TO (989) 892-1991 (MAIN PLANT) OR (989) 671-0913 (DIC).

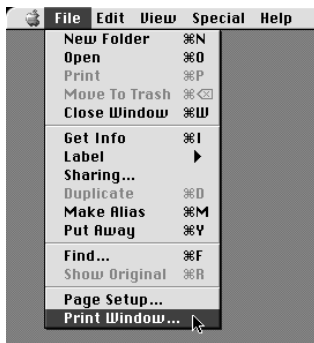
Instructions for printing a disk directory

for the Macintosh:

1. Make disk window active -
open all folders to show contents



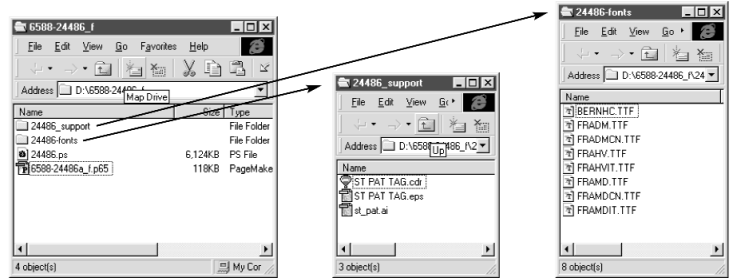
2. Select "print window" from the file menu



3. Done

for the PC:

1. Make disk window active



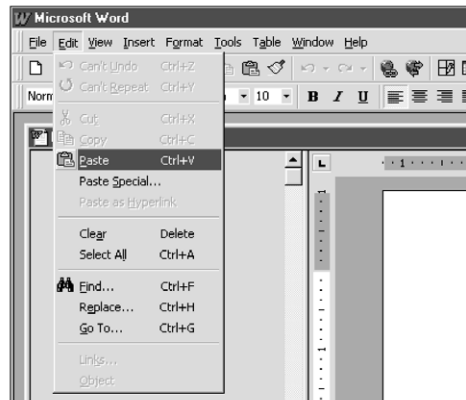
2. Hit alt + print screen

- this makes a copy of the window only, no file is generated.
- each window must be done separately, PCs don't let you open a folder within another.

3. Open an application that allows the import of external images such as "Word"

4. Create new page

5. Select the paste command



Supported Software:

Adobe Acrobat
Adobe Illustrator
Adobe InDesign
Adobe PageMaker
Adobe Photoshop
Corel Draw IBM
Macromedia FreeHand
Preps Imposition
QuarkXPress