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