

# Greentree Printing

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## DIGITAL FILE SUBMISSION FORM

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_ P.O.# \_\_\_\_\_

Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**NOTE:** You may send files under 10MB via e-mail. Larger files can be uploaded via our website or FTP site. We also accept CD, DVD, 100 & 250 MB Zip disks and 3.5" floppy disks.

▶ What type of computer did you use to create your artwork?  MAC  PC

▶ What Application and Version Number did you use to create this artwork?

### PREFERRED FORMATS

PDF - Adobe Acrobat \_\_\_\_\_  
Created w/"Press Quality" Settings?  
 YES  NO

EPS - Adobe Illustrator \_\_\_\_\_  
All fonts changed to outlines?  YES  NO

EPS - Other Vector Software \_\_\_\_\_  
With all fonts converted to paths?  
 YES  NO

### PREFERRED NATIVE APPLICATIONS

*(You must supply all font and graphic files used in your layout.)*

QuarkXpress \_\_\_\_\_  
Collected for Output?  YES  NO

Adobe InDesign \_\_\_\_\_  
Packaged?  YES  NO

TIFF - Adobe Photoshop \_\_\_\_\_  
Layers Flattened?  YES  NO

**We also accept JPEG files, however extra charges may apply.**

### OTHER ACCEPTED APPLICATIONS

*(Extra Charges Apply)*

Microsoft Publisher \_\_\_\_\_  
Used Pack N Go?  YES  NO

Microsoft Word \_\_\_\_\_

Microsoft Excel \_\_\_\_\_

Microsoft Powerpoint \_\_\_\_\_

Adobe Pagemaker \_\_\_\_\_

▶ File Name(s) \_\_\_\_\_

▶ Number of Pages \_\_\_\_\_ Page/Item Size \_\_\_\_\_

▶ **BLEEDS:** Does the ink go all the way to the edge of your page?  YES  NO

**IF YES,** do they extend at least 1/8" over the edge of your piece and have crop marks been applied?  YES  NO

▶ Number of Colors \_\_\_\_\_  Black  PMS \_\_\_\_\_  PMS \_\_\_\_\_  PMS \_\_\_\_\_  4 Color Process

▶ Please list the Fonts Used in your layout: \_\_\_\_\_

▶ Have you supplied all font files used in your layout?  YES  NO

▶ Have you supplied all artwork files and photos used in your layout?  YES  NO

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
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