



DIGITAL LARGE FORMAT

FILE PREPARATION CHECKLIST

- Platform:** Macintosh and PC
- File Submission:** CD's, DVD's and FTP. Files under 2MB can be sent via e-mail
- Application:** Build in Quark XPress, Adobe InDesign or Adobe Illustrator with all elements imported at 100%
- Document Set-up:**
- Standard Resolution:**
- 1/24th scale / 1/2" = 1 foot
 - Support files at 300 DPI
- High Resolution:**
- 1/4 scale of final output
 - Support files at 300 DPI
- Support Graphics:**
- Import all support images at 100%
 - Vector based graphics can be built using Quark XPress, Adobe InDesign or Adobe Illustrator
 - Do not embed images
- Color:**
- CMYK color space
 - ICC SWOP color space is preferred
- Fonts:** Supply all Post Script printer and screen fonts
- Bleed:** Build files with bleed on all 4 sides. Four inches recommended at final size
- Proofs:**
- Client Supplied:**
- It is recommended that an accurate color proof is supplied for color representation and mechanical integrity
- ICP Provided:**
- PDF electronic proofs will be provided for all jobs for approval
 - Hard copy proofs are available upon request. One digital proof complementary per job
 - Analog proof available at an extra charge
- System Time:**
- Charges:**
- Client requested color and retouching changes are available. Quote upon request
 - Jobs with incomplete or inaccurate elements may require extra system time. Customer will be notified and quoted prior to executing
 - Extra system time charges quoted at \$150.00 per hour