



# FILE SUBMISSION CHECKLIST

At Maranda, our mission is to provide you with printing excellence, on time, every time. Because the print process begins with you, the designer, we need your help to achieve this goal. Please read this manual thoroughly and when submitting jobs, review the checklist below.

Attention to these important items will help insure that the final product will meet or exceed your expectations.

## **Please check in your file(s):**

- Are all colors correctly defined?
- Are bleeding areas extended 1/8" (.125) beyond the page edge?
- Are all photos at the proper resolution and in the proper mode? (CMYK, Grayscale or Duotone)
- Are all graphics linked and not embedded?
- Are all strokes or rules defined as 3/10 of a point (0.3) or above (not as hairlines)?
- Are folds accurately measured and panels set up accordingly?
- Have you done a spell-check and edited for typos, etc?

## **Please provide Maranda:**

- A directory of all files, including programs used and version numbers.
- A final laser print of your file(s), at 100% size if possible, showing everything as you'd like it to print. If your piece folds or is double-sided, please create a full mock-up.
- Separation lasers, showing your file separated into the correct spot colors.
- Native file on disk including the following:
  - All fonts used in your layout file.
  - Printer & screen fonts as well as all bold, italic, etc. versions
  - Fonts used in EPS graphics (unless you've converted them to paths)
  - All linked graphics

## **OR**

- Postscript or PDF file