

**Project Information**

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

HN#: \_\_\_\_\_

Title/Customer: \_\_\_\_\_

**Customer File Checklist**

**Files Supplied**

- Macintosh / PC
- CDR
- FTP
- Graphics Submission Site

**Layout Files**

- QuarkXPress
- Illustrator
- InDesign
- Photoshop
- Other \_\_\_\_\_

**Supplied / Linked Images**

- All images are included
- Fonts used in EPS files included/outlined
- CMYK or Pantone color used
- Resolution is at least 300 dpi
- Correct file format (tiff or eps)

**General Requirements**

- WMG templates used
- All components have 1/8" bleed
- All type is within 1/8" safety area
- Colors are CMYK
- Colors are Pantone
- Booklets are paginated  
*(Reader spreads accepted only in InDesign)*
- All fonts are included or outlined
- Black is set to overprint
- .25pt trapping applied where necessary
- White is NOT set to overprint
- Minimum font size used is 6pt
- Photoshop type is at least 600dpi

**Comments:**

**Rough Build**

- I am providing a mockup. Make me look great!
  - I am providing a rough mockup that does not have to be followed literally.
  - I know what I want, and I am providing a detailed mockup. Please follow as exact as possible.
- Notes:*

**Any changes to your submitted art files will be billable at \$85.00 per hour in 30 min increments.**

- Please make the changes required and bill be accordingly
- Please contact me before any changes are made to my art files.

**WOC (to be completed by WMG Graphics)**

**Disc Configuration**

- White Flood
- CMYK
- Number of Colors: \_\_\_\_\_
- 1. PMS
- 2. PMS
- 3. PMS
- 4. PMS
- 5. PMS

**Print Configuration**

Insert: [       /       ]  
 Tray Card: [       /       ]  
 Sleeve: [       /       ]  
 Digipak: [       /       ]  
 Other: [       /       ]  
 Notes:

**Graphics Time**

- .5 hr
- 1 hr
- 1.5 hr
- 2 hr

**Comments:**