



"Output-Ready" Preflight Checklist

THE UNIVERSITY OF GEORGIA PRINTING DEPARTMENT

The Preflight Checklist is provided as a service to those who wish to prepare their own job files. The checklist covers problem areas that the Prepress Department commonly encounters that can slow down the production of your job and/or add additional expense. This form is primarily for the benefit of the Prepress Department. You still need to contact a UPD sales representative to get an estimate and initiate an official job request. Please submit this form with your output-ready job. Please complete this form and Email to printing@uga.edu or Fax to 542-7200.

Name: _____ Date: _____

Job name: _____ Due date: _____

Phone: (1) _____ (2) _____ Fax: _____ E-mail: _____

Alternate contact: _____ Phone: _____ E-mail: _____

UPD Job Number: _____ I have initiated a job request but do not have a number yet

Contact me if there are any problems before any action is taken.

You have my permission to fix minor problems – I understand there may be additional expense.

I have supplied: document file(s) font(s) all support files (photos and art) printed page proof separations*

I have checked my document settings and links for bleeds and color mode

Job files delivered by: FTP to server CD USB flash drive Zip disk Email (see note)

My document is in: Quark InDesign PDF Illustrator Freehand PageMaker

I have reviewed the section of proper file formatting.

Please sign and submit

* Please supply color separations of your spot color jobs and your PDF files. Doing this will let you know your output-ready job is truly output ready. Not supplying a page proof and/or separations on spot color jobs and PDFs could cause your job to incur additional expense.

NOTE: We will accept some files by Email if you check with the recipient beforehand. This would include replacement text files or possibly a single image file after your job has been initiated. As a general rule, we prefer that you transfer your files to our server via FTP, or deliver by one of the other methods listed.

After this file saves to your computer, reopen, fill out and Email to printing@uga.edu or fax to 706-542-7200. In the subject line of your email, put "Preflight for (order number), or Preflight for (name)."