



# Electronic Publishing Job Worksheet/Checklist

## Please Complete All Information

Customer Name \_\_\_\_\_ Contact \_\_\_\_\_

Customer Service Representative \_\_\_\_\_

### File Information

File(s) supplied on\*: CD  Zip  3 1/2" Floppy  Email  Ftp

Other \_\_\_\_\_ \*hard copy must be supplied

File Name(s) \_\_\_\_\_

Platform: Mac  PC  Unix  Other \_\_\_\_\_

Program(s) Used

Version

_____	_____
_____	_____
_____	_____

Will electronic file be saved at The Repro Center for future reprints/edits? Yes  No

### Final Output

Color  Black and White

Color Copier  Offset  Docutech  Other \_\_\_\_\_

Paper Size: 8 1/2 x 11  11 x 17  Other \_\_\_\_\_

### Customer Check-List

- Fonts are Included. **If fonts are not included, all text must be converted to paths.**
- All color images have been converted from RGB to CMYK. Images are linked and included.
- Hard Copy is furnished. If color will be final output, please include a color copy.

### Special Instructions / Additional Information

For office use only:

saved file location: \_\_\_\_\_

Job Number \_\_\_\_\_