



Please complete the following form when submitting electronic files to The John Roberts Company.

\*See reverse side for detailed specifications needed for electronic files.

Client Information

Form fields for Date, Company, Contact, Daytime Phone, and Evening Phone.

Supplied Digital File Type

Form fields for Application (Mac/PC), Independent (PDF/DCS2, LW/CT/TIFF/IT).

File Delivery

Please indicate the media type as well as how many disks sent, or place an X next to the method of file delivery.

Form fields for Disk Type and Quantity.

File sent via FTP. Contact your Sales Representative or Account Coordinator to set up an FTP account.

File sent via E-Mail. preflight@johnroberts.com for files 2 MB or less.

Hardcopy

Please include laser proofs of the most current version(s) of the document(s) supplied. Fax hardcopy for files you are sending via e-mail or FTP. \$20/Page originator fee if not supplied!

What percentage is the hardcopy supplied at? [ ] %

- Checkboxes for FPO's & scans/pick-up's, Color breaks, Areas requiring varnish, Version changes, and Perf lines.

Color

Please place an X next to all colors that print. List all spot colors used. Indicate varnish area(s) on hardcopy.

- Checkboxes for CMYK, Varnish, and Spot Ink Colors. (List all colors, other than process)

Form fields for listing spot colors and varnish areas.

File Information

Table with columns: List all File Names to be Output, Application/Version or Independent File Type/Origin, # of Pages, Bleed (none, 1/8"), Final Trim Size, and Trapped (yes, no).

Graphics

- Checkboxes for All live images supplied, in CMYK mode, at least 300 DPI, Highest total density between 290-305, and O.K. to use supplied images if above criteria is not met?

- Checkboxes for JR scanning/pick-up's needed and Replace FPO image(s) with image(s) supplied. Includes instructions for replacing FPOs.

Fonts

- Checkboxes for All fonts supplied, O.K. for JR to replace missing fonts with standard Adobe fonts?, and All fonts Embedded in supplied PDF file(s).

Furnished Proofs

Form fields for Type of proof(s) furnished and Dot Shape used.

Supplied Proof Specifications

John Roberts uses G7 specifications (see reverse side)

Table for Supplied Proof Specifications with columns: Cyan, Magenta, Yellow, Black and rows: Density, Dot Gain, Angle.



**File Delivery**

If sending Application files electronically, avoid any additional costs by faxing final hardcopy to your Sales Representative or Account Coordinator. Please include the reverse side of this sheet.

- **Disks:** When sending disks, indicate the number of disks and what type of media you are sending. Always send current hardcopy along with disks and indicate color break, file size, FPO images, and any other relative information regarding the correct output of the files.
- **e-mail:** To [preflight@johnroberts.com](mailto:preflight@johnroberts.com) for files 2 MB or less. Please reference a job number.
- **FTP:** Please contact your Sales Representative or Account Coordinator to set up an FTP account.

**Layout Files**

- We support the most current versions of all industry standard layout applications.
- Build electronic documents as single pages at actual trim size. If job roll folds, build file to overall trim size being sure to include all panels on a single document page. Panels must be adjusted accordingly - at least .0625" smaller for each panel - preferably .125" smaller.
- Extend all bleed beyond the edge of the page at least .125"

**Support Files**

- **Fonts** Provide all fonts used in documents (including fonts used in EPS files). JR owns the most current Adobe OpenType and Type 1 font libraries. If fonts aren't provided, all missing fonts will be substituted with the closest available font from the Adobe library.
- **Images** Provide all art files which are imported into your document. Do NOT send FPO images if you do not intend for them to be output. Provide all art in CMYK format. Raster/Bitmap image resolution should be 300 dpi or higher. Total density of images should be between 290-305. Convert all DCS images to a single file format.

**Scanning at JR**

- Clearly mark the crop and final size information for all images that will be scanned.
- Indicate which low resolution images need to be replaced on your hardcopy.

**\*Application Independent Files**

- Provide files larger than final trim size to include crop marks and bleed, preferably centered.  
Example: If final trim is 8.5"x 11" then supplied file should be centered on 9.5"x 12"
- Crop and Register marks must be out of bleed area (at least 12 pt. mark offsets)
- Bleeds must be at least .125"
- If job roll folds, panel sizes must be adjusted accordingly - at least .0625" smaller for each panel, preferably .125" smaller.
- If requesting "black only" changes between versions, supply separate files. Keep common image(s) on one file and black changes on separate file(s).  
Example: If job prints 2 versions, then supply 3 files. 1 file with Common data and 2 files with ONLY the black data that changes.
- If sending LW/CT, send entire .job. Include .p files and ALL assignment files.  
File resolution: LW-100 dpm (2540 dpi) CT-12.5 dpm (317.5 dpi)
- If supplying PDF files, fonts must be embedded! Please indicate origin of PDF generator. (i.e. Prinergy, Rampage, Distiller, etc...). Please indicate if files are trapped.

**\*\*Supplied Proofs**

- Make sure proofs are generated from the SAME electronic files that you're sending to JR!

JR uses G7 Proof Specifications

DENSITIES: C - 1.40 M - 1.50 Y - 1.05 K - 1.80

DOT GAINS: (Midtones) C - 20% M - 20% Y - 18% K - 22%

SCREEN ANGLES: C - 165 M - 105 Y - 0 K - 45

DOT SHAPE: Round-Square (Eucliden)

\*Supplied Independent files (PDF, LW/CT, DCS2, TIFF/IT) are considered plate ready ONLY if trapped and generated off a high-end render station. Contact JR for further details. The ability to edit Independent files is limited and may require that new files be supplied to us if changes are requested!

\*\*John Roberts cannot guarantee color match at press for supplied proofs!