



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:

Date: _____

Company: _____

Contact: _____

Daytime Phone: _____

Evening Phone: _____

Supplied Digital File Type:

Application files Independent files

Mac PDF

PC

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.

Disk Type: _____

Quantity: _____

- File sent via FTP
* Contact your Sales Representative or Account Coordinator to set up an FTP account.
- File sent via E-Mail
Email to: preflight@johnroberts.com for files 2MB 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? _____ %

- FPO's & scans/pick-up's clearly marked on hardcopy.
- Color breaks clearly marked on hardcopy.
- Areas requiring varnish clearly marked on hardcopy.
- Version change areas clearly marked on hardcopy.
- Perf lines indicated to print or not print.

Color:

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

- CMYK Varnish
- Spot Ink Colors _____

*List all colors, other than process

File Information

List all file names to be Output:

*Please include application and version if applicable.

Number of Pages: _____

Final Trim Size: _____

- Files have 1/8" (.125") bleed on all trims.
- Files have been trapped.

Images and Graphics:

- All live images supplied in CMYK mode .
- All images are at least 300 DPI.
- All images highest total ink density between 290-305.
- O.K. to use supplied images if above criteria is not met?
- JR scanning/pick-up's needed.

*If JR is to replace FPO's write "JR Scan" or "Pick-up" on your hardcopy

- Replace FPO image(s) with image(s) supplied
*Indicate ALL "FPO" images on hardcopy. Write the name of the correct supplied image(s) on your hardcopy. Do NOT supply images that are FPO.

Fonts:

- All fonts supplied
*All fonts Embedded in supplied PDF file(s)
- Send both screen and printer fonts if Type 1.
- Replace missing fonts with standard Adobe fonts?

Furnished Proofs

Type of proof(s) furnished _____

Dot Shape Used if applicable _____

Supplied Proof Specifications:

*John Roberts uses G7 specifications (see reverse side)

	Cyan	Magenta	Yellow	Black
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. In addition, please complete 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: 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. Or, if application allows, adjust each page size of document accordingly. Roll folded panel sizes must be at least .0625" smaller for each panel – preferable .125" smaller.
- Versions: If job prints with black type changes only, build the electronic file with layers. Keep all common art on a base layer and any black type version changes on separate layers. Please be certain that only the black separation changes between versions or additional charges will occur.
- 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). The John Roberts Company 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 that 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 The John Roberts Company:

- 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.

*PDF 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, supply file at overall trim size with panel sizes adjusted accordingly – at least .0625" smaller for each panel, preferably .125" smaller.
- If requesting "black only" changes between versions, supply separate file(s). 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 only, and 2 files with ONLY the black data that changes.
- Supplied PDF files must have fonts 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 The John Roberts Company.
- The John Roberts Company uses G7 Proof Specifications (curve profiles are available on johnroberts.com)
Densities: C-1.40 M-1.50 Y-1.05 K-1.80
Dot Gains: (Midtones) C-20% M-20% Y-18% K-22%
- If supplying screened proofs:
The John Roberts Company prints with Screen Angles: C-165 M-105 Y-0 K-45
Dot Shape: Round-Square (Euclidian)

*Supplied PDF(s) are considered plate ready ONLY if trapped and generated off a high-end render station. Contact JR for further details. The ability to edit PDF files is limited and may require that new files be supplied to us if changes are requested.

**The John Roberts Company cannot guarantee color match at press for supplied proofs.