

# Digital Submission / Output Form



Design Department  
Email: info@pcds.com

# of Disks Supplied  
and type \_\_\_\_\_

**DESIGN SOLUTIONS**

521 West Main Street, Trappe, PA 19426  
ph: 610-489-4540 • fax: 610-489-8478

PCDS Sales Person: \_\_\_\_\_ PCDS Job # \_\_\_\_\_

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

Phone \_\_\_\_\_ Other Phone \_\_\_\_\_ Email Address \_\_\_\_\_

EXACT NAME OF FILE TO BE OUTPUT	SOFTWARE / VERSION #	OPERATING SYSTEM	LINE SCREEN	PAGE SIZE	PAGES TO PRINT	LIST COLORS TO SEPARATE*	SPECIAL INSTRUCTIONS**

**CHECK-OFF LIST:** To help us meet your deadlines, please read the following carefully, and fill out as completely as possible

**FONTS:**

- All fonts used in support and output files included on disk.
- Both screen and printer components.

**SUPPORT FILES:**

- All support files included on disk.
- All images saved at the appropriate resolution. All low-resolution files requiring replacement with scans or other files must be identified below.
- For CMYK jobs: All files already converted to CMYK.
- \*For spot color jobs: Spot colors consistently named in support files and output document. No separating spot colors converted to CMYK.
- All files requiring special handling and/or editing identified below. All images to be scanned must be identified on the back of this envelope.

**Special Editing Instructions:\*\***

\*\*For jobs requiring special handling (photo retouching, color conversion, file editing, etc.) note that extended timelines and charges apply.

**LASER PROOFS:**

- Accurate laser proofs included with files. Lasers created by PCDS may result in additional charges. Lasers included should be at 100%. If not 100%, percentages must be marked.
- \*For spot color jobs: Accurate color separated lasers included. If not, all spot color breaks must be identified on composite lasers.

**OTHER:**

- Files created at final trim size.
- (If applicable) Varnish files included on disk. If not supplied, varnishes must be indicated on lasers.
- Mock-up, folding, or backup sample included.
- Bleeds included in file. All images set to bleed.
- (If applicable) Diestrike files included on disk. If not supplied, diestrikes must be indicated on samples or lasers.

