



# ColorOne Systems - Output Form

10900 Roark Road • Houston, TX 77099  
281-495-9988 • Fax: 281-495-3693 • M-F 9:00-6:00

www.colorone-systems.com

rexchu@colorone-systems.com

## Contact Information

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Job Name: \_\_\_\_\_ P.O. Number: \_\_\_\_\_ Date & Time Due (subject to confirmation) \_\_\_\_\_

Check here if job is to be submitted via BBS (please remember to fax this form along with laser proofs)

## Output format

- Film:
  - Emulsion Up
  - Emulsion Down
  - Positive
  - Negative

Trim Size - please specify below

Line Screen - please specify below

Bleed amount - please specify below

### Separations:

- 4-Color Process  Black & White
- Spot colors (please list) \_\_\_\_\_

### Film Attributes:

- Special: Varnishes/Dies/Masks
- Plate Names  Registration Marks
- Crop Marks  Center/Fold Marks
- File Name, Date  Calibration Bars
- CD Center Marks

### Fonts Used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### NOTE:

Please be sure to include all fonts used and laser proofs of the output document(s).

## File Information - Please refer to preflight guide on back

File Name	Software & Version	System	List EXACT page numbers	Pg. Size	Line Screen	Color Depth? 4C/Spot/B&W	Spreads	Type of Proof Needed?	Bleed Amt.	Scale
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%
		Mac / PC		"x "	l.p.i.		<input type="checkbox"/> Y <input type="checkbox"/> N		"	%

## Scanning Information

Description of Original	Color Depth	Crop?	ReScreen?*	Line Screen	To be placed in document...
	Color / BW / Spot	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Yes	l.p.i.	
	Color / BW / Spot	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Yes	l.p.i.	
	Color / BW / Spot	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Yes	l.p.i.	
	Color / BW / Spot	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Yes	l.p.i.	

Customer scans will be stored on ColorOne Systems' media for 1 week unless otherwise specified or unless customer supplies media.

\* Rescreening is recommended on previously printed material and will not reproduce as well as originals.

## Intervention\*

File Intervention Requested

- Check Trap
- Type/Layout Corrections
- Graphic Placement, Scaling, Cropping
- Convert Spot Colors to Process
- Convert Process Colors to Spot
- Other: \_\_\_\_\_

Check for Rush

## NOTICE

PLEASE proof your negatives before printing! ColorOne Systems is NOT liable for press downtime, paper or any other costs incurred from mistakes on negatives. ColorOne Systems ONLY liability is to repair or replace the negatives. By submitting this form, you agree to these conditions

File Intervention Time Authorized

- up to 30 Minutes
- up to 1 Hour
- up to 2 Hours
- up to 3 Hours
- Call Prior to Intervention
- None - Image Files as Furnished

## Special Instructions

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# DTP Preflight Guidelines

## Questions to ask BEFORE you prepare the file ...

- Is ColorOne System's hardware and software (including version) compatible with yours?
- Does the output that can be provided meet your needs?
- What different types of media can ColorOne Systems support?
- What modem protocols does ColorOne Systems support if files are transmitted?
- What compression programs does ColorOne Systems support?
- What font libraries does ColorOne Systems support?
- Should ColorOne Systems or you do the trapping on files?
- Should the file be prepared as printer or reader spreads?

## Proofs

- Supply a composite proof (either laser or color) of the final file provided for output.
- For color jobs, in addition to a composite proof, also supply separated laser proofs of each color and indicate color identification on each sheet created by the application.

## Acceptable graphic formats

- Submit only TIFF or EPS file formats regardless of platform.
- Convert color graphics files from RGB to CMYK including any nested or embedded elements.
- Unacceptable file formats for imagesetter output: PICT, JPEG, GIF, PAINT, RGB TIFF, RGB EPS, MS Powerpoint, PrintShop, Ventura Publisher, or Word Perfect containing any graphics, Harvard Graphics, MacDraw, and QuickTime.

## Are you sure the file for output is complete and correct? Have you ...

- Included all the application files and **CURRENT** source files including EPS files?
- Included **ALL** display and printer fonts used in the file?
- Removed any extraneous versions or files from the medium that don't pertain to the job being output?
- Included complete fonts for type faces you've modified from library faces and given them a different name from the library font?

## Have you forgotten anything?

- ColorOne Systems' job sheet with the submitted files showing ...
  - applications used (including version number)
  - file names?
  - directories?
  - fonts used?
  - due date?
  - contact name including the business AND after hour phone numbers?
- Do you have the rights on all copyrightable material you've used in the file?
- Did you make a backup copy of the file and retain it?

## File preparation considerations ...

- In draw programs have you limited anchor points to smallest number possible to minimize RIPping problems?
- Have you incorrectly used the "Style" menu for type styles (bold, italic, etc.), rather than correctly using the actual font in "Font" menu?
- Have you established crop marks correctly from the page setup or preferences and not placed them manually?
- Have you included overwork for bleeds outside of crop area?

## Some things that don't always appear as they seem ...

- Laser proofs of the same file do not always match output the same way on an imagesetter.
- Monitor images do not match hard proof images.
- All digital proofing devices do not output color hues and values the same way.