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## Preprint Checklist

We at Gluskin's would like to thank you for the opportunity to serve you. We hope your experience with us will be a pleasant one. If you need any assistance during your file preparation, please visit our web site for "Preparing your Files" spec sheets at [www.gluskins.com](http://www.gluskins.com) or feel free to call us at (209) 477-5566.

**In order for your jobs to run smoothly,  
please read through and complete this checklist.**

### **Proofs**

- I have supplied a composite proof (either laser or color) of the **FINAL** file provided for output.
- I have printed a directory of files on disk and have indicated which ones to use and submitted it with my order.

### **To be sure the file submitted for output is correct...**

- I have converted color graphics files to the proper color space, RGB. *Note: Embedding unacceptable formats along with acceptable formats will not result in an acceptable output file. Also, duotones and files with channels or clipping paths must be removed.*
- I have read the file prep sheets and understand the requirements for the output that I desire.
- I have removed any extraneous versions or files from the medium that doesn't pertain to the job being output.
- All images are correctly positioned and cropped.
- The page dimensions and/or proportions are correct.
- All TIFF files have been flattened.
- All channels and paths have been removed.
- There are **no PICT** files used (change to TIFF or JPEG).
- I have made a back up copy of the file and I have retained it.
- I have the rights on all the copy-rightable material I've used in the file.
- I have enclosed a copy of the copy-right release form if one was necessary.
- The zip (if used) is PC Formatted.
- Files do not exceed the 4800x7200 pixel dimensions.
- I have enclosed file name, print size, quantity, paper finish, my name and phone number.

Please be aware that if one or more boxes have NOT been checked, it may result in additional time and/or cost to your order. While following the steps above will greatly improve your chances of a trouble-free project, there are problems that may still occur at the printing stages. We will make every effort to notify you of any such problems as soon as possible.