uptown press

Digital File Check-In Form

Date Received _____

Customer _____

Sales Rep _____

Checked by _____

Chargeable Time _____

	Yes √	No √	Correction Required	Time
Job Components				
1) Customer Checklist sheet filled out?				
2) All transparencies, reflective art, or logos included?				
3) Is file on suitable electronic media?				
4) Files provided in file formats supported by Uptown?				
5) Files provided in software versions supported by Uptown?				
Laser Proofs				
1) Are laserprints supplied?				
2) Do they indicate color breaks?				
3) Are they output as laser separations?				
4) Are they 100% size?				
5) Are they tiled?				
6) Are registration and crop marks indicated?				
7) Is a color proof provided?				
8) Are "FPO" images indicated as such?				
9) Do laser seps indicate properly constructed bleeds?				
10) Is a folding/imposition dummy provided?				
Digital Components				
1) Are all linked graphics files included?				
2) Are original native graphics files also provided?				
3) Any "nested" graphics files?				
4) Do bitmapped elements have correct DPI?				
5) Are graphics reduced, enlarged or rotated in layout program?				
6) Are graphic files in a compatible file format? TIFF, EPS?				
Fonts & Text Components				
1) Are fonts all Adobe fonts? (Other reliable vendor?)				
2) Do any graphics have "nested" fonts?				
3) Have all fonts been provided on customer disk?				
4) If not, does Uptown own the necessary fonts?				
5) Both screen and printer font present?				
6) Has text been "stylized" (bold, outline, italic, or shadow)?				
Color Considerations				
1) Are the colors clearly and correctly defined?				
2) Are any process colors created as RGB?				
3) Are spot colors set to separate properly? (Spot or 4/C)				
4) Does job require any traps?				
5) Has customer applied any traps?				
6) Does Checklist indicate who is responsible for trapping?				