CUSHING-MALLOY
C-M BOOKS
BOOK MANUFACTURER

Electronic PrePress Information & Checklist

This form must be filled and submitted along with your electronic files. Please give all pertinent information. Separate forms are required for the book's interior and the cover/jacket/die. Incomplete forms may delay your job. Please complete all three pages.

C-M Books, Inc., 1350 North Main Street, Ann Arbor, MI 48104 • Toll Free 888.295.7294 • FAX: 734.663.5731
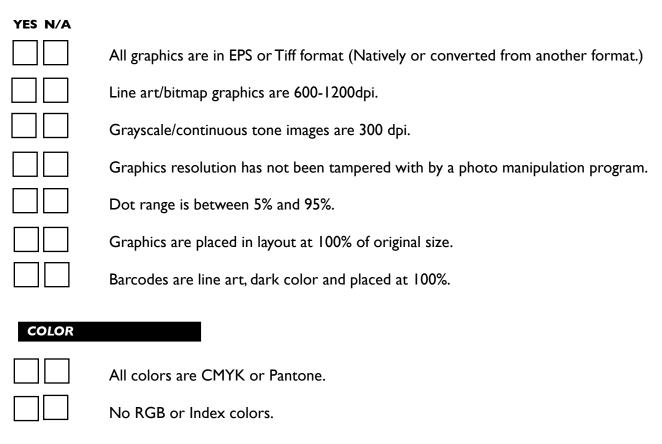
CLIENT INFORMATION

Company Name _____

Title of Book/Journal _____

Contact Person _____

Phone/Fax _____

Email _____

Trim size _____ x _____ Spine Width _____ **NOTE:** Please contact your salesperson for a template.

JOB INFORMATION

File Name(s) _____
(Or you can print out your directory from your disk and attach)

Platform ☐ Macintosh ☐ PC (IBM or compatible)   **NOTE:** Application files for the book's interior must be Macintosh format.

Sent via ☐ FTP ☐ Email ☐ CD ☐ DVD ☐ Third party file transfer service (Free services include YouSendIt.com and MailBigFile.com) ☐ Other _____

Software Used ☐ InDesign _____ (Ver. #) ☐ QuarkXPress _____ (Ver. #)
☐ Illustrator _____ (Ver. #) ☐ Photoshop _____ (Ver. #) ☐ Other _____

NOTES: PDF files are preferred for the book's interior. Extra charges will apply for us to work from the source application files.

Files created with software other than that specifically named above must be converted to PDF format. Please see our PDF creation guidelines

TYPE

Typefaces Used _____
(List all Font Families, or you may print out your directory from your disk and attach)

IMPORTANT: Provide all fonts used on the side or embed in PDF or PostScript.

ART / ILLUSTRATION

Include all imported or original graphic documents ☐ TIFF ☐ EPS ☐ Other_____

NOTE: Rules/frames must be set to at least .25pts (please no hairlines)

OUTPUT

Total page output_____ (Please include **100%** hard copy, composite and separated, for cover and/or jacket)

Color Separations ☐ Pantone/Spot: PMS # _____ PMS # _____ PMS # _____ ☐ Black

☐ Process/CMYK ☐ Varnish ☐ Embossing

REPAIRS/CORRECTIONS/NEW FILES

☐ Make changes to original file(s)

Original files will not be altered without your permission. We will contact you if complicated repairs are necessary. There will be an additional charge for repairs or changes.

SPECIAL INSTRUCTIONS
Please indicate any alterations to be made to the document PRIOR to output, otherwise all files will be processed AS IS. _____
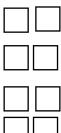_____
_____

Electronic PrePress Information & Checklist

This checklist is provided to help you create trouble free, high quality files. Please check "YES" or "N/A" next to each item.

GRAPHICS

YES N/A

☐ ☐ All graphics are in EPS or Tiff format (Natively or converted from another format.)

☐ ☐ Line art/bitmap graphics are 600-1200dpi.

☐ ☐ Grayscale/continuous tone images are 300 dpi.

☐ ☐ Graphics resolution has not been tampered with by a photo manipulation program.

☐ ☐ Dot range is between 5% and 95%.

☐ ☐ Graphics are placed in layout at 100% of original size.

☐ ☐ Barcodes are line art, dark color and placed at 100%.

COLOR

☐ ☐ All colors are CMYK or Pantone.

☐ ☐ No RGB or Index colors.

FONTS

☐ ☐ All used fonts are provided on the side, both printer and screen if type1, with application files.

☐ ☐ All fonts used in illustrations are provided on the side or embedded.

☐ ☐ I understand that all fonts other than PostScript Type 1 have a higher potential for problems.

☐ ☐ Attributes have not been applied to fonts.

PAGE LAYOUT

☐ ☐ Create output files from my page layout application files (extra charges apply for book's interior).

☐ ☐ All bleeds extend 1/8" beyond trim.

☐ ☐ All non-bleeding printing elements are 5/16" inside trim.

☐ ☐ Document is sized the same as it should be output. *(Please request a template from your salesperson.)*

☐ ☐ All pages are the same trim size.

☐ ☐ Rules are at least .25pts. Rules are not set to hairline.

Electronic PrePress Information & Checklist

PAGE LAYOUT (CONT.)

☐☐ Any used extensions or plug-ins are provided.

☐☐ My cover/jacket/die file dimensions match template provided by C-M Books salesperson.
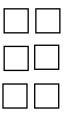
PDF

☐☐ Conforms to "PDF file creation guidelines" found at www.c-mbooks.com

☐☐ I have previewed each PDF to ensure no inadvertent changes occured while it was generated.

HARDCOPY PROOF

NOTE: C-M Books no longer requires hard copy for the pages of the book/journal's interior, but still would like hard copies for covers/jackets/dies.

☐☐ Printed from the same final version of files we are to use for output.

☐☐ Printed at 100% of the output size.

☐☐ Each color separation is printed on a separate hardcopy.

ADDITIONAL NOTES