Preflighting Request Form

Job Name _____

Charge Number _____

Date Submitted: _____

Contact:_____Extension: _____

File Information

File Location: _____

File Name: _____

Software: _____ Version: _____

File Name: _____

Software: _____ Version: _____

Font Information

Any fonts that are not in the GATF Basic or GATF Extra Font

Sets. _____

_____

_____

_____

_____

Picture Information

Any necessary information about any of the graphics found

in the file. _____

_____

_____

_____

_____

File Information

Any important info such as specs for indicia etc. _____

_____

_____

_____

_____

Output Information

❏ Film   ❏ RC paper

❏ Negative   ❏ Positive

❏ E-Up   ❏ E-Down

❏ Output all pages   ❏ Output from _____ to _____

Page Size _____

❏ Output at 100%   ❏ Output at _____%

Electronic Finishing

❏ Include register marks/crop marks

❏ Check & apply traps

❏ Perform color correction

❏ Outline images (How many? _____)

❏ Check bleeds

❏ Output imposition

❏ Reader spreads   ❏ Printer spreads   SS PS

Output Resolution

❏ 1200/1270dpi   ❏ 2400/2540   ❏ 3000+

Screen Ruling

❏ 65   ❏ 85   ❏ 120   ❏ 133   ❏ 150   ❏ _____

Color Separation Plates

❏ Cyan   ❏ Magenta   ❏ Yellow   ❏ Black

❏ _____   ❏ _____   ❏ _____   ❏ _____

Color Proof Specification

❏ Proof all pages

❏ Proof the following pages: From _____ to _____

Lasers Provided

❏ Yes   ❏ No