



# PRE-FLIGHT FORM

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### Please fill in all information below and return to Multicopy

Company \_\_\_\_\_

Job Description \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Contact Person \_\_\_\_\_

### Check all that apply below

**Software:** Operating System  Mac \_\_\_\_\_ Version  Windows \_\_\_\_\_ Version

Quark Express \_\_\_\_\_ Version Adobe PageMaker \_\_\_\_\_ Version Adobe InDesign \_\_\_\_\_ Version

Adobe Photoshop \_\_\_\_\_ Version Adobe Illustrator \_\_\_\_\_ Version Adobe Acrobat (PDF) \_\_\_\_\_ Version

Microsoft Publisher \_\_\_\_\_ Version Microsoft Word \_\_\_\_\_ Version Other \_\_\_\_\_ Version

**Images:**  Mac  Windows

EPS  TIF  JPG  Other \_\_\_\_\_

All Line Art should have a resolution of 900dpi to 1200dpi (dots per inch).

All Grayscale or Color Photo Scans should have a resolution of 300dpi and preferably at the desired output size.

**Helpful Hint:** Images copied off the Internet only have a resolution of 72dpi, which is low res. Images for printing should have a resolution of at least 300dpi.

**WARNING:** Microsoft applications such as MS Word, MS Excel, MS Powerpoint and WordPerfect are business applications, not intended for professional printing. We are not able to extract any images (art) placed within these documents. **The original images/art need to be sent separately.** These programs do not have the capability to convert to CMYK. The document on your computer screen might not match the printed document.

**Fonts:** Operating System  Mac  Windows

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**Media:**  Email (Email files to prepress@multicopy.us)  Zip Disk  CD # of Disks \_\_\_\_\_

*Be sure to fax a hard copy if you email artwork files. Fax hard copies to (847) 446-7017.*

**What else we need to know?** \_\_\_\_\_

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**Any questions, please feel free to call MultiCopy at (847) 446-7015**