



GRAPHIC REQUIREMENTS

PLEASE READ AND COMPLETE THIS FORM

This form **MUST** be faxed (303.986.8669) or emailed to your account Representative in order for your art to be processed.

One FREE Art Flight Check:

We provide one free Flight Check (a review of files to detect potential problems encountered in printing) - this is to insure the best printing result for your project and helps expedite your order.

To prevent unexpected delays and graphics costs, we have provided a thorough art set up checklist below. If you are unable to set up your art based on the guidelines below, your account representative will contact you regarding any delays or additional costs to process your art.

REQUIRED GUIDELINES TO FOLLOW:

Templates

- My files are set up on a TW MEDIA Services Templates. (for templates go to www.twmedia.com)
- My files have the template sent to the back and NOT flattened on top of the artwork.

Industry Standard Formats

- All supporting, embedded and **LINKED GRAPHICS** used are **INCLUDED**. (TIF, PSD or EPS formats)
- All supporting, embedded and **LINKED GRAPHICS** used are **300 DPI**.
- All supporting, embedded and **LINKED GRAPHICS** used are in **CMYK** mode. (when printing 4 color process)
- All PMS Colors have been converted to **CMYK**. (when printing 4 color process)
- All **PRINTER AND SCREEN FONTS** used have been **INCLUDED**, and/or **OUTLINED/RENDERED**.
- All items meant to **BLEED** have an **1/8" bleed beyond** the trim marks.
- All items meant to print are within an **1/8"** of the trim marks. (this is a print safe area)
- A **JPG** or **PDF** have been provided of the Final files as a **PROOF**.

File Submission

- My files are **CLEARLY LABELED** and **COMPRESSED**. [.zip (Winzip for PC), or .sit/.sea files (Stuffit for Mac)]
- My files have been up-loaded on TW Media's FTP site.
- I've emailed my rep with file names and to let them know I've uploaded my files.

Company Name/Contact Person: _____ Phone #: _____

UPLOADED FILE NAMES:

1. _____
2. _____
3. _____
4. _____

We Thank You for Your Business and Appreciate your time to complete this form.