

# PREMIUM POSTCARDS

[www.PremiumPostcards.com](http://www.PremiumPostcards.com) **Digital File Checklist**

Promo Printing Group, Inc.

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[www.PremiumPostcards.com](http://www.PremiumPostcards.com) • [info@PremiumPostcards.com](mailto:info@PremiumPostcards.com)

## Please fill out this form completely and include it with when submitting your digital files.

Premium Postcards utilizes state of the art direct to plate technology. We can only accept digital files in the specific formats outlined below. All postcards are printed CMYK with a Premium UV Gloss Laminate on the front and black on the back. Color files must be converted to CMYK prior to submission. We can not accept any JPEG or Gif Files. Postcards are printed in a "gang" run with several other postcards. There may be some variation in color from what you view on your screen or print off a inkjet printer. Please closely review this checklist. Any authors alterations that have to be made after we receive your file will be billed at an hourly rate of \$65.00 per hour with an minimum charge of \$25.00

### Designer Information

Design Firm Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_

### Client's Information

Fill in if applicable.

Client's Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_

### Acceptable Formats

Check One

Premium Postcards works in a Mac Based Platform. We prefer only to accept only Mac formatted files. However, If you work on a PC please call us for compatibility requirements.

- 100 mb Zip Disk - Mac  
 CD Rom - Mac  
 3-1/4 Floppy Disk - Mac or PC
- I sent my file by email to [info@PremiumPostcards.com](mailto:info@PremiumPostcards.com) and faxed a copy of this form

File Name \_\_\_\_\_

**Please clearly label all files with your company or clients information**

### Layout Checklist

- Document size matches the final card dimensions  
 There is a 1/8" bleed on all 4 sides.  
 There are NO crop marks

### Proofing

- I have enclosed a high resolution proof of this file and I understand that the colors may not be an exact match but an acceptable representation when the files go to print.  
 PDF Email color proof- **FREE**  
 Fax proof- **FREE**  
 High Resolution color digital Polar Proof-\$35.00 (99% color accurate)

**Standard turn around time is approximately 2 weeks from your proof approval but may vary to our production schedule. If timing is critical, please consult your sales representative regarding your needs.**

#### Internal Use Only

Date Received \_\_\_\_\_ Order Number \_\_\_\_\_  
Sales Rep \_\_\_\_\_ Other \_\_\_\_\_

### Applications

Check One

- Quark Express** - Mac- Must include all fonts and support documents  
 **Photoshop 6.0** - Mac- Flatten image and save as Tif or EPS  
 **Illustrator 9.0** - Mac- Create outlines for fonts, save as EPS  
 **Freehand 8.0** - Mac- Convert fonts to paths, save as Tif or EPS

**All Images For The Front Must Be CMYK  
Black and White For The Back.**

- All images are 300 dpi saved at 100%  
 There are no stylized fonts in Quark or Freehand  
 All Important text and images are 1/8" -1/4" from the edge of the card

### Contact Us

**ANY QUESTIONS?**  
**Just Call Us Toll Free 1-866-831-9902**  
**and ask to speak with someone in our**  
**Graphics Department.**  
Our regular business hours are

### Authorized Signature

Date \_\_\_\_\_

I have read and agree to all terms and conditions of sale as presented on the Premium Postcards Order Form. No refunds. Company credit only.

Authorized Signature \_\_\_\_\_