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## COMPUTER ARTWORK FORM

When supplying artwork on disc, please fill out this form and include it with your order. Always prepare your art from our art templates. We can fax, mail, or e-mail them to you, or you can download them at [www.mirrorims.com](http://www.mirrorims.com) as Quark or eps files.

CUSTOMER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB DESCRIPTION (ARTIST, SELECTION #): \_\_\_\_\_

GRAPHIC ARTIST'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

FILE NAMES	PROGRAM, VERSION & PLATFORM	PAGES	COLORS TO OUTPUT <small>(CMYK, or list spot colors)</small>

Special instructions / Changes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TROUBLESHOOTING CHECKLIST:** These are the most common reasons for delays or extra charges in film outputting jobs.

- YES  NO Documents have been laid out according to our size specifications.
- YES  NO All documents contain bleed, where appropriate. (When an image or background goes to the trim line, extend it 1/8" beyond the trim line)
- YES  NO All type and logos are at least 1/8" from any trim line.
- YES  NO All images and fonts needed to output the job have been provided. (Provide both screen & printer font parts for Postscript fonts.)
- YES  NO Images are in CMYK or GRAYSCALE mode, in TIF or EPS format—no PICTS, or JPEG or LZW compression.
- YES  NO Images are provided at high resolution (300 dpi for continuous tone, 600 dpi or higher for line art).
- YES  NO Print-outs of each document have been provided.