

# The Gate Media Group

## Customer Supplied Graphics & Film Checklist

Customer Name: \_\_\_\_\_ File Name: \_\_\_\_\_

PO Number: \_\_\_\_\_

• **Graphic Checklist:** **NOTE: Please downsave native files to the proper version below.**

- File Format:  Macintosh OS9 (Quark Express 4™ or Adobe Illustrator 9™ or Adobe Photoshop™)  
 PC (Quark Express™, Adobe Illustrator™, Adobe Photoshop™ or Freehand™)

Macintosh OSX users can submit art in Quark Express 6™, Freehand™ or standard .EPS or .TIF layout files.

If you are using any other layout application please use our "Any computer" templates and export as .EPS or .TIF.

- Files are on a Zip disk or CD-ROM  Files will be sent to The Gate's FTP site.  
(If you are going to FTP files to The Gate server, they must be in a Stuffit archive. Please call for your password and FTP location, 925-930-3926.)

- Proofs Supplied By Customer:      Insert(s)       Grayscale       Color  
Tray Card(s)       Grayscale       Color  
CD       Grayscale       Color

I have used the required templates sent to me by The Gate. I have also read and understand the specifications included in the Media Kit The Gate sent to me. I have not made any alterations to the document templates and I understand that any corrections that need to be made to these files will incur additional charges. I also understand that if the files are not set up correctly there will be a \$25 charge.

Please Initial here: \_\_\_\_\_

- I have enclosed proofs of all my files and understand that they are mandatory.
- I have carefully proofread my files and understand that resubmitted files will cost additional money.
- I have made all color images in CMYK at a resolution of 300 dpi.
- I have not compressed any files while saving.
- I have included all fonts (screen and printer) in a "Fonts" folder on my disc.
- I have included all images (TIFF, EPS) in an "Art" folder on my disc.
- I have included the Quark Express™ or Adobe Illustrator™ layout file.
- I have saved my CMYK files as TIFF or EPS without compression.
- I have not added a line screen to my Duotone art files in Photoshop™.
- I have a Pantone™PMS color assigned to each color of my CD art.
- I have converted all my fonts to paths in Adobe Illustrator™ before submitting art files.
- I have not moved or changed crop marks or registration marks within the provided Gate templates.
- I have kept my sense of humor while reading these very important checklists.

• **Film Checklist (if you are providing films)**

I am supplying films for my project to The Gate. Either I or my service bureau has made them to match the specifications exactly as listed on the sheet titled "Template Specifications." I have submitted a Press Match for each set of films.\* I understand that if these films are out of specification, I will have to resubmit them at my own cost and that this will most likely result in a delay in the production of my project.

Please Initial here: \_\_\_\_\_

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