

BUSINESS CARD EXPRESS *DIGITAL PRINTING* CHECKLIST

JOB NAME: _____

DATE: _____ SETS (#): _____

QTY: _____

SIZE: _____

THIS CHECKLIST MUST BE SIGNED TO INITIATE YOUR JOB!!

- I have built my document on 12" x 18" page (oriented portrait or landscape).
- I have centered my document within an 11" x 17" "live" area.
- I have manually ruled crop, score and fold marks.
- I have allowed for bleed where necessary, but no more than 1/8" each side.
- I have included all support graphics with my layout file(s).
- All my scans are 225-300 dpi, CMYK tiff or eps.
- I have embed and/or create outlines for all fonts.
- I have included all screen and printers fonts.
- I have included a color or b/w laser of my document as a "go by".
- If applicable, my "go by" has been folded just as I want the finished piece folded.

CHOOSE ONE OPTION:

- IF YOU ENCOUNTER PROBLEMS WITH MY JOB, **STOP AND CALL** _____ at _____. I REALIZE THIS TAKES MY JOB OUT OF PRODUCTION AND WILL CHANGE MY DEADLINE.
- I'M IN A HURRY.** IF YOU ENCOUNTER PROBLEMS, YOU ARE AUTHORIZED TO FIX THEM FOR ME AT YOUR RATE OF **\$25 PER 15 MIN.**, BUT DON'T EXCEED \$ _____ WITHOUT CALLING ME.*

Name (please print) _____ Signature _____ Date _____

INCLUDE THIS CHECKLIST WITH YOUR JOB OR FAX TO BCE @ 919-467-9492

* If our pre-press department is unable to fix your job it will be rejected and taken out of production.