

# ALLSTATE DISK SUBMISSION FORM

## THE ESSENTIALS

Fill out this form completely. We will charge an additional \$25.00 if this form is not completed and returned with your Supplied Disk.

Include current hard copy at 100%. If not at 100%, please indicate percentage of reduction or enlargement on hard copy.

\*We do not color match to your proof. If you request color correction, this is chargeable at \$75.00 per hour.

Mark images "live" or "FPO" on hard copy  
Include original transparencies, reflective art or logos for FPO images.

Clearly note where color tints are used.

Print and enclose a disk directory

Include the original file used in your document.

Do not rename graphic files after linking.

Build files with most current versions of software programs.

Graphics are TIFF or EPS/CMYK, 300 DPI at the same size of output.

Remove alpha channels from all scans.

Do not use any JPEG/JPG compression.

Conversion is chargeable at \$15.00 per image

"Live" scans are either CMYK, grayscale or bitmap. RGB conversion is \$15.00 per image.

If we are to scan logo, please provide camera ready black/white line art, with separations if more than one color is to be used.

Please be sure page size is the same as finished product size.

All documents must include a 1/8" bleed on all sides.

## OPTIONS

Options involve additional charges and time to produce your order.

Output my hardcopy for me. (\$15 per file)

Reduce/enlarge page size \_\_\_\_\_% (\$35 per page)

Convert the following files from RGB to CMYK:  
\_\_\_\_\_ (\$15 per image)

(attach separate sheet if necessary)

Adjust page/panel sizes to conform to printing standards. (\$15 - \$45)

Color correction/ Retouching (\$75.00 per hour)

## FONTS

POSTSCRIPT FONTS ONLY. No True Type fonts. These will be substituted and may cause reflow! Include both PRINTER and SCREEN FONT. Missing fonts may significantly delay your job. List or print all fonts in your document.

Company: \_\_\_\_\_ Job #: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## FILE INFORMATION

Disk Submission  
(check all that apply):

3.5" Floppy disk

SyQuest disk (44, 88, 200 MB) Mac format only

3.5" Optical (128, 230 MB)

5.25" Optical (600 MB)

CD ROM

Zip 100 / 250 MB Cartridge • Jaz 1 GB Cartridge

Total # of disks \_\_\_\_\_

E-mail: [phonecard@allstateprint.com](mailto:phonecard@allstateprint.com) (files under 2MB)

FTP: <http://www.freedrive.com> (ask for a password)

Please check if you have uploaded your files.

EXACT NAME OF DOCUMENT FILE(S) TO BE USED:

\_\_\_\_\_  
\_\_\_\_\_

LINKED GRAPHICS: (please do not embed images)

Name	Format	
_____	TIFF	EPS
_____	TIFF	EPS
_____	TIFF	EPS
_____	TIFF	EPS
_____	TIFF	EPS

SOFTWARE USED:

Mac IBM\*

Adobe Illustrator v. \_\_\_\_\_

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Adobe Pagemaker v. \_\_\_\_\_

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Adobe Photoshop v. \_\_\_\_\_

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Adobe InDesign v. \_\_\_\_\_

\*

Freehand v. \_\_\_\_\_

\*

Quark Xpress v. \_\_\_\_\_

\*

Corel Draw v. \_\_\_\_\_

\*

Microsoft Publisher 2000

\*

(Visit [www.microsoft.com/publisher](http://www.microsoft.com/publisher) for assistance)

WE DO NOT ACCEPT THE FOLLOWING APPLICATIONS:

Microsoft Word/Excel/Powerpoint, Paintshop Pro

COMPRESSION SOFTWARE USED:

Stuffit Deluxe Zip-It WinZip

Disk Doubler Compact Pro

## OUTPUT SPECIFICATIONS

Total # of pages to be output: \_\_\_\_\_  
(corresponds with hard copy pages provided)

Finished Size: \_\_\_\_\_

Trim Size: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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I have read all the above & understand the requirements asked of me. Sign: \_\_\_\_\_ Date: \_\_\_\_\_

revision 4/2K