ALLSTATE DISK SUBMISSION FORM

THE ESSENTIALS

Fill out this form completel y. We will charge an addtional \$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 percentageof reduction or enlargement on hard copy.

*We do not color match to your proof. If you request color correction, this is chargable 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 EPSMYK, 300 DPI at the same size of output.

Remove alpha channels from all scans.

Do not use any JPEG/JPG compression.

Conversion is chargable at \$15.00 per image "Live" scans are either CMYK, gayscale or bitmap. RGB conversion is \$15.00 per image. If we are to scan logo, please provide camer.

If we are to scan logo, please provide camer 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. (\$15per file)

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

Convert the following files from RGB to CMYK:

_ (\$15per image)

(attach separate sheet if necessary)

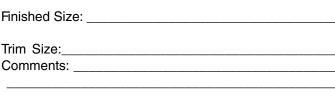
Adjust page/panel sizes to conform to printing standards. (\$15 - \$45)

Color correction/ Retouching (\$75.00 per hour)

FONTS

POSTSCRIPT FONTS ONL'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:	bb #:
Contact:	
Phone:	
Fax:	
EILE IN	FORMATION
Disk Submission (check all that apply): 3.5" Floppy disk SyQuest disk (44, 8 3.5" Optical (128, 2 5.25" Optical (600 I) CD ROM Zip 100 / 250 MB C Total # of disks E-mail: phonecard	88, 200 MB) Mac format only 30 MB)
	ou have uploaded your files.
EXACT NAMEOF DOO	CUMENT FILE(S)TO BEUSED:
LINKED GRAPHICS: Name SOFTWAREJSED: Adobe Illustrator v. Adobe Pagemaker v. Adobe Photoshop v.	V*
Adobe I flotoshop v Adobe InDesign v Freehand v Quark Xpress v Corel Draw v	*
Microsoft Publisher	2000 * com/publisher for assistance)
WEDO NOT ACCEPT THE FOLLOWING APPLICATIONS: Microsoft Word/Excel/Bwerpoint; Paintshop Pro	
COMPRESSION SOF Stuffit Deluxe Disk Doubler	Zip-It WinZip Compact Pro
OUTPUT SPECIFICATIONS	
Total # of pages to be output: (corresponds with hard copy pages provided)	
Finished Size:	





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vision 4/2K