

Service Bureau Request Form

Customer Information



Company: _____

Contact: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

3401 Fiechtner Drive • Fargo, ND 58103

Phone: 701.235.7548 • Fax: 701.280.9441

richtmans.com

File Information

IMPORTANT ITEMS TO INCLUDE <input type="checkbox"/> PACKAGED FILE <input type="checkbox"/> FONTS <input type="checkbox"/> IMAGES <input type="checkbox"/> HARD COPY * Do not send original files. Richtman's Printing will not be responsible for original files and/or damaged disks.	Receive Files By <input type="checkbox"/> CD ROM <input type="checkbox"/> DVD <input type="checkbox"/> FTP/File Upload <input type="checkbox"/> Email From: _____ <input type="checkbox"/> JumpDrive <input type="checkbox"/> 3 1/2" Floppy <input type="checkbox"/> Zip Disk Other _____	Platform & Software Usage <input type="checkbox"/> MAC <input type="checkbox"/> Windows <table border="1"><thead><tr><th>Program</th><th>Version</th></tr></thead><tbody><tr><td><input type="checkbox"/> InDesign®</td><td>_____</td></tr><tr><td><input type="checkbox"/> Illustrator®</td><td>_____</td></tr><tr><td><input type="checkbox"/> Photoshop®</td><td>_____</td></tr><tr><td><input type="checkbox"/> QuarkXPress®</td><td>_____</td></tr><tr><td><input type="checkbox"/> CorelDraw®</td><td>_____</td></tr><tr><td><input type="checkbox"/> Freehand®</td><td>_____</td></tr><tr><td><input type="checkbox"/> PageMaker®</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Program	Version	<input type="checkbox"/> InDesign®	_____	<input type="checkbox"/> Illustrator®	_____	<input type="checkbox"/> Photoshop®	_____	<input type="checkbox"/> QuarkXPress®	_____	<input type="checkbox"/> CorelDraw®	_____	<input type="checkbox"/> Freehand®	_____	<input type="checkbox"/> PageMaker®	_____	_____	_____	Colors in File <input type="checkbox"/> CMYK <input type="checkbox"/> Spot Colors _____ _____ _____ _____ <input type="checkbox"/> Varnish <input type="checkbox"/> Aqueous Coating
Program	Version																				
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<input type="checkbox"/> PageMaker®	_____																				
_____	_____																				

GRAPHICS

1. Include all graphics. If you have stored or embedded graphics in your publication, please include these graphics on your disk.
2. Convert all graphics to CMYK or grayscale. DO NOT use RGB for printing.
3. DO NOT use .ai, .psd, or .jpg files in your layout files. Please use .eps or .tif files.
4. Make sure your Photoshop files are flattened and create outlines/curves of all text created in vector based applications.
5. If graphics, photos, or fonts are embedded Richtman's will not be able to make edits to the file.

FONTS

*Include all fonts used in your document - both screen and printer fonts should be saved to the disk.

If the fonts are missing, may similar fonts be substituted? Yes No

Saving your files for a Service Provider

Each software has its own method of collecting the images and fonts for you. Below is where you can find the function in each software, *if you need more detailed directions, please call 701-235-7548.*

InDesign®

- File>Package

QuarkXPress®

- File>Collect for Output

PageMaker®

- Utilities>Plug Ins>Save for Service Provider

Microsoft Publisher®

- File>Pack-N-Go

Proofing

What type of proofs do you need?

- Color Laser
- Digital Blueline
- Epsion
- FinalProof
- PDF

to: _____

Scanning Information

of Scans

- _____ Line Art
- _____ Grayscale
- _____ Color
- _____ Duotone

Size of Scan _____

* Please indicate any cropping and enlargements or reductions.

We will scan your images for best reproduction on our presses.

Special Instructions

If more space is needed, please use the backside of this form. If you have any questions, please call 701.235.7548