
Electronic Art **CHECKLIST**

Please fill out form below and provide with your electronic art file.

Date: _____ Vulcan Salesperson: _____
Customer: _____ Vulcan CSR: _____
Artist/Contact: _____
Filename uploaded to FTP: _____
Phone: _____ Fax: _____

Please **check** items below to ensure error free production of artwork. Film output and color proof from your electronic file is **included in price** quoted by your salesperson. See list of **additional charges** for art/pre-press services. An estimate can be given prior to art preparation.

Applications available: (Your file **MUST be set up in the following software)**

- Quark X-Press 7.0 or earlier
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Press Quality PDF - When providing press quality pdf's for production, please convert all text to outline, delete die-lines and embed images.

For digital text/multi-page printing, please provide high resolution, press quality pdf files. Files must be set up to correct page size, with 1/8" bleeds when applicable.

Miscellaneous:

- Screen fonts and printer fonts included. Or create outline/convert to paths.
- Proof print included with art.
- Copy of all placed/linked images, logos, illustrations and/or graphics (EPS, TIFF, etc.) are included.
- Artwork is created full scale following a specifications sheet or electronic template provided by binders.com with artwork placed in exact position.
- Small files (5 mb or less) may be sent electronically to the Art Department. E-mail address is art@vip.ebsco.com Please include your Vulcan salesperson's name, order name, order number (if available) in email and fax a proof to 205-672-1382 prior to sending files.
- Larger files (over 5 mb) may be sent to our FTP site through our website, www.binders.com under Resources.

Additional Art/Pre-Press Service Charges

Computer artist services (correcting, repairing, setting up files) \$80.00 per hour
Artwork design and preparation \$80.00 per hour