

E-FILE INFORMATION FORM

PLEASE FILL OUT THIS FORM IF YOU ARE SENDING US FILES FOR FILM OUTPUT. THERE IS NO NEED TO FILL OUT THIS FORM IF YOU ARE SENDING US FILM.

CLIENT INFORMATION

DATE

DESIGNER'S NAME

ARTIST'S NAME

ADDRESS

PROJECT TITLE

(TO RETURN DISKS WHEN PROJECT IS COMPLETED)

PHONE

FAX

FILE INFORMATION AND MEDIA SUPPLIED

(ADDITIONAL CHARGES MAY APPLY IF PROCESSING MULTIPLE DISKS)

MEDIA SUPPLIED AND QUANTITY

FLOPPY ____ ZIP ____ JAZ ____ CD ____ OTHER (CALL FIRST) _____

FORMAT

MAC PC

SOFTWARE USED AND VERSION

ILLUSTRATOR ____ PAGEMAKER ____ QUARKXPRESS ____ PHOTOSHOP ____

IMAGE GUIDELINES

- ALL FILES MUST BE PLACED IN PAGEMAKER OR QUARKXPRESS.
- BITMAPPED IMAGES SHOULD BE 300 DPI, CMYK EPS FILES.
- LINE ART SHOULD BE 800 OR 1200 DPI FREEHAND OR ILLUSTRATOR EPS FILES.
- SINCE SMALLER TEXT TENDS TO BE "PIXELATED" WHEN INCLUDED IN IMAGES, WE RECOMMEND YOU ONLY USE PHOTOSHOP FOR IMAGE PROCESSING AND NOT FOR GENERAL GRAPHIC LAYOUT. IF YOU MUST USE PHOTOSHOP FOR YOUR TEXT, PLEASE CALL US FOR ADVICE.

FONTS USED POST SCRIPT 1 FONTS PREFERRED. YOU MUST PROVIDE A COPY OF ALL FONTS USED.

SUBSTITUTION OF FONTS MAY RESULT IN A DIFFERENT LOOK AND FLOW OF TEXT.

IMPORTANT!

- **ALWAYS ENCLOSE LASER PROOFS OF ALL FINAL FILES.**
- ELECTRONIC IMAGE FILES SHOULD BE SAVED IN THE PROPER MODE [GENERALLY CMYK, NOT RGB].
- RESOLUTION FOR IMAGES WHICH APPLY TO DIRECT ON-DISC PRINTING SHOULD BE 200 DPI.
- **ELECTRONIC FILES RECEIVED FROM CLIENTS ARE CONSIDERED TO BE IN FINAL FORM.** CHANGES AND CORRECTIONS MADE TO ELECTRONIC FILES AFTER RECEIPT BY MUSICTODAY.COM CD REPLICATION WILL INCUR CHARGES. CORRECTIONS ON SUCH FILES WILL BE BILLED AT \$75 PER HOUR WITH A MINIMUM CHARGE OF \$60.00.

| DOCUMENT NAME | FILE SIZE |
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