



ORDER CHECKLIST

The following checklist is provided to help you ensure you have included all elements necessary to successfully complete your job.

- I have filled out and included the proper order form.
(A completed order form is required before your job can begin.)
- I have followed your setup and file size guidelines for my desired output.
- I have included **ALL** support graphics with my layout file(s). (Make sure all links are up-to-date in your presentation file. Graphics that have been modified but not updated may not output as expected.)
- I have included all screen and printer fonts (even the ones used by embedded graphics).
- I have included (or faxed) a laser proof to verify output.
- I have read and followed your Job Submittal Guidelines.

Turnaround does not begin until all files needed for output have been received.

For FTP or modem transmissions: all files must be stuffed or zipped into one archive.

Please Note: This checklist is for output to Poster, Color Laser, Overhead, Fuji Prints, and Film Output. There is a separate checklist for Digital Press orders. (Use the Digital Printing Checklist for Press orders.)