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Information Accompanying with Computer Print Files

When you send print files to a print shop, it would be ideal if you can supply all the following information:

- quotation or previous invoice
- job name and number; purchase order number
- customer name, address and contact person
- phone numbers, fax number, and email address
- printer name, address and contact person with phone numbers, fax number, and email address
- list of loose art (photos, illustrations)
- dummies or mock-ups
- color specifications (color code) and swatches
- list of proofs required
- hardware used (platform, e.g. Mac or PC and models)
- software used (brand name and version)
- all fonts used (name and style)
- file names
- number of pages (per file)
- printing method (e.g. digitally laser printed, offset printed, etc.)
- paper stock
- binding method & details (e.g. 2 Flats / 8 Pages, Self Covered for Saddle Stitch Binding)
- file format (PDF, EPS, AI, CDR, etc)
- laser printouts that match computer files
- other information (e.g. positions of white ink printing, spot uv coating, hot stamping, embossing, etc.)