

Contact information

	name
	company
	phone
	email

Please follow the instructions on this form carefully. If your file needs alterations your timeline will be delayed. **All submissions must include a fax or pdf proof of the file to compare with submitted files.**

Fax this form to: 717-361-0860

1. SUBMISSION METHOD

How will we be receiving your files?

If you are uploading files on our ftp site, please remember you will need an ftp program such as FETCH. You cannot upload through your browser.

You must name your file with your company or personal name so it is identifiable.

FTP: ftp.cuttingedgemedi.com
(call for user id and password)

Email: design@cemedi.com

File names must contain the customer name

_____ (file name)
 Mailing files:
1595 S. Mt. Joy St • Elizabethtown, PA 17022

2. IMAGE FORMAT

All images must be 300dpi (@100%). Images for full color ads **must be in CMYK color mode.** Images for black & white ads must be in grayscale color mode. Images must be saved as either .tif or .eps. **NO RGB IMAGES! NO JPEGS!**

_____ (image name) CMYK Gray .tif .eps

_____ (image name) CMYK Gray .tif .eps

_____ (image name) CMYK Gray .tif .eps

_____ (image name) CMYK Gray .tif .eps

3. LAYOUT APPLICATION

Document must be the same size as ad size. **ALL fill colors must be CMYK. NO SPOT COLORS!**

Images that extend to the border of a full page ad must extend (bleed) 1/4" beyond the edge of the document (this eliminates the chance of a white trim edge remaining.)

Accepted applications:

- Quark In-Design
 Photoshop Illustrator

Ad sizes:

- Full Page (8.375x10/75)
 2/3 Page (4.75x9.75)
 1/2 Page Verticle (3.5x9.75)
 1/2 Page Horizontal (7.625x4.5)
 1/2 Page Island (4.75x7)
 1/3 Page (2.25x9.75)
 1/3 Page Square (4.75x4.75)
 1/4 Page (3.5x4.5)
 1/6 Page (2.25x4.75)
All Inch Ads Are 2.25" Wide. Do not use font styles!

4. COLORS

Images must be **CMYK** for color ads and grayscale for black and white ads.

All fill colors in layout application must be **CMYK** process (color ads only) or black (no Pantones).

Black builds must **NOT** equal more than 270%.

5. FONTS

MUST INCLUDE PRINTER AND SCREEN FONTS

Illustrator files must have fonts converted to outlines. Do not use the styles (bold, italic) in the layout application. Use only the fonts version of bold or italic.

**If your file does not meet these specifications
your placement may be affected.**

A fax or pdf proof MUST accompany EVERY order submitted!

I have filled out this submission form in its entirety, and fully understand that if my files do not meet the above specifications **my placement may be affected.**

_____ / _____
signature please print name

6. CHECKLIST

- All required files are present
 Images are 300 dpi at 100%
 Images are CMYK or Grayscale
 Images are .tif or .eps
 Images that bleed include extra 1/4"
 Submitted file is in an accepted format
 Document file is same size as ad
 No font styles used
 Printer and screen fonts included
 All fills are CMYK or black (no pantones)
 Fax or pdf match proof included

OFFICE USE ONLY

media pc size app format fonts colors PR bleeds image

REP ART

Questions? Call 1.800.561.9297 or email design@cemedi.com