

# THE PRINTING HOUSE, Ltd.

## Test Files Check List

Company: \_\_\_\_\_  
Job Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Before sending your first publication we request that you supply a test containing at least eight typical pages. Please provide all necessary items to print your files (ie: Quark files, Images, and Fonts) along with a hard copy (laser). Below we have provided a check list to assist you with preparation to submit your files to The Printing House.

### File Information

#### Page Size

All pages should be built to the Trim Size of the finished book. 8.375" X 10.875" is the maximum size of a standard magazine. Any background, etc. that is expected to go all the way to the edge of the page "Bleed" must extend beyond the edge by 1/8". Live copy, text or elements that are not to be cut off must be .25" from the trim.

#### Electronic Images:

Images should be submitted as CMYK and saved as TIFF, or EPS without compression (ie: JPEG or LZW)

#### File Format

The Printing House accepts the following:  
 Source Files     Postscript\*     PDF\*

\*All Postscript and PDF need to be written to TPH specifications. These can be found online or by request. Please contact your Sales Rep for further information.

#### Fonts format:

All fonts should be included with the submission. We do not substitute fonts due to the risk of text reflow. The Printing House prefers the use of Type 1 fonts. We can not guarantee reliable output of TrueType or MultipleMaster fonts.

Type1 (screen and printer)     TrueType     MultipleMaster

#### File Platform:

The Printing House accepts Macintosh formatted files. PC work must be provided as PDF. Please contact TPH for specifications on writing PC PDF files.

Mac     PC

#### Applications used:

We support the following Macintosh applications:

QuarkXpress 4.1.1     PageMaker 6.5     Illustrator 9.0  
 Freehand 9.0     Photoshop 6.0     Acrobat 5.0

### How will you transmit your files?

Electronic files provided via:

Floppy     CD     DVD     ZIP     JAZ     FTP(ftp.theprintinghouse.net)  
 email (preflight@theprintinghouse.com)     Other please specify: \_\_\_\_\_

Please provide this completed form with your Test Disk to The Printing House ATTENTION Lynn Hepner  
1066 Strong Road Quincy, FL 32351.

