

St. Camillus Printing & Graphics Electronic File Checklist

By preparing your files properly, you can reduce your cost and save time. Please review this checklist before submitting files to us. Any extra work that must be done by St. Camillus Printing & Graphics to prepare files for output will be billed at an hourly rate of \$60.00. No extra work will be done on a file without the prior approval of the customer.

General

1. Please proofread and spell check your files before submission. We are **NOT** responsible for typographical errors.
2. If proofs are not output at 100%, please indicate the actual size of the document.
3. **YOU MUST** provide **ALL** linked files and fonts.
4. Set all bleeds to 1/8”.
5. If document is to be folded, be sure that all panels are set up properly.

Graphic Files

1. Be sure that grayscale photos are set to grayscale in Photoshop.
2. Be sure that 4 color process photos are set to CMYK in Photoshop.
3. All photographs must be 300 dpi. We are not responsible for poor print quality due to low resolution files (<1200 dpi).
4. Be sure to set traps to .25 point or equivalent.