



Please complete this form & submit it with your files.

Customer/Project Title Issue

Contact

Phone

Email

Digital File Requirements

Media

Macintosh electronic file complete with layout, fonts and supporting graphics files uploaded to FTP or on CD-ROM or 100 MB Zip Disk. Use the following settings in your FTP client software to access our site:

Server: ftp.coneighbors.com
Username: anonymous@coneighbors.com
Password: anonymous

- FTP CD 100MB Zip disk

Applications

We accept only the following Mac documents for output. (Windows files will be converted to Mac format.) Quark Xpress (Mac), Adobe Photoshop EPS/TIFF, Adobe Illustrator EPS and High-Res (300dpi) PDF.

Documents created in the following programs are not acceptable: Microsoft Publisher, Microsoft Word, CorelDraw, Microsoft Powerpoint. All other applications not noted on this page.

- Quark Xpress 4.01 Adobe Photoshop EPS
 Adobe Illustrator Hi-Res Adobe Acrobat PDF

Images/Scans/Logos/Artwork

Need to be scanned or created at 300 dpi and saved as TIF or EPS. NO JPEG images will be accepted. NO Pantone/PMS or RGB colors. All images provided on disk must be in CMYK format. Please make sure that process separation is checked for all process color builds. Black and white scans should be saved as grayscale.

- EPS—300dpi TIFF—300dpi
 CMYK Grayscale

Fonts

All printer and screen fonts must be included with the CD or stuffed with the files uploaded to the ftp site. Use stylized fonts—DO NOT use menu-styled fonts for bold, italic, or bold italic type. All fonts used in art files must be converted to outlines. Type 1 fonts are recommended for the best results. DO NOT use system fonts.

- Type 1 True Type

Font Name: _____

Font Name: _____

Font Name: _____

Ad Sizes

- Trim Size: 8³/₈" x 10⁷/₈"
- Bleed Background Size: 8⁷/₈" x 11³/₈"
Bleed available on full-page, Premium Placement Ads only
- Live Area: 8" x 10³/₈"

- Full Page Bleed Full Page Non-Bleed
 Half Page Vertical Half Page Horizontal
 Quarter Page 1/12 Page

Full Page (non bleed): 7³/₈" x 9⁷/₈"
Half Page (vertical): 3¹/₂" x 9⁷/₈"
Half Page (horizontal): 7³/₈" x 4³/₄"
Quarter Page: 3¹/₂" x 4³/₄"
1/12 Page: 3¹/₂" x 1²/₃"