



Desktop Publishing - Disk Information

This form should be completed and submitted with the electronic media, visuals, negatives, camera copy (if any) and the SF-1 or GPO Form 2511.

FOR GPO USE

Jacket no.
Program no.
Print Order no.

FOR GPO INPLANT USE ONLY - To be filled in by GPO Personnel Only

OUTPUT:

In-Plant

MEDIA:

Paper

Film

Laser Proofs -

No. of sets

Pages to be output:

Total no. of pages output:

Other:

1. CUSTOMER

Agency/Department Date
Agency Requisition No. Job Title
Name of person completing the form Phone No.
Desktop publishing technical contact Phone No.
E-mail Cell No.

2. COMPUTER OPERATING SYSTEM AND MEDIA

IBM MAC System Version:
 Other (Unix, OS/2, etc.) - Describe System Version:
 3.5" floppy - Qty. Zip (100MB) - Qty. Zip (250MB) - Qty.
 Zip (750MB) - Qty. Jaz (1GB) - Qty. Jaz (2GB) - Qty.
 CD (must be ISO 9660 compliant) - Qty.

3. SOFTWARE

Name(s) of page layout (or other) program used Version
Name(s) of program(s) used for illustrations/drawings Version
Name(s) of program(s) used for scans, photos, & bitmapped images Version
Name(s) of other program(s) used Version
Files are supplied in: Native Format PostScript PDF

4. FONTS - All fonts used in the layout and supporting graphic files MUST BE FURNISHED. If fonts are not furnished, issues such as text reflow, font substitution and loss of menu style (italic, bold, etc.) may occur.

See attached file directory for font listing Fonts are furnished Fonts are not furnished

5. FILE DIRECTORY - A file directory should be generated and furnished along with this FORM 952. The file directory should clearly show files for output (layout, supporting graphics and fonts).

6. COLOR IDENTIFICATION SYSTEM USED

Pantone RGB CMYK (Four Color Process) Other

7. VISUALS SUBMITTED

Color Composite - No. of Pages Black & White - No. of Pages
 Color Separated - No. of Pages Was the visual made at less than 100% Yes No

8. MISCELLANEOUS CHECKLIST

Do files require bleeds? Yes No If YES, have bleeds been supplied on furnished files? Yes No
Are all graphics linked properly (avoid cutting & pasting)? Yes No
Were changes made to any file(s) after the visual was made? Yes No

NOTES