

DIGITAL AD PREFLIGHT SUBMISSION FORM

AD NUMBER:	RUN DATE(S):	MNI SALES REP/EXT.
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CUSTOMER NAME:	CONTACT PERSON:
PHONE NUMBER:	FAX NUMBER:

File Name(s): _____ Page Number(s): _____

Ad Size: w _____ x h _____
column inches

Reduction/Enlargement _____ %

Color Separations: B&W CMYK (all color to process) Spot Color (list) _____

Included Laser Proof of the document at 100% **MUST INCLUDE**

DATA TRANSFER METHOD:

3.5" Floppy

Compact Disc (CD)

3.5" Iomega Zip 100MB 250MB

Dropbox – <http://www.madison.com/dropbox>
 (Once advertiser has uploaded a file, a confirmation screen will appear. This needs to be printed and faxed to sales rep.)

UPLOAD DATE: _____

Associated Press AdSend (Send to WIMAD or WIMAW)

E-Mail – prepress@capitalnewspapers.com

DATE & TIME: _____

SUBJECT NAME - use customer name/run date

MACINTOSH

Ad was assembled with what software and version numbers

QuarkXPress ver. _____

Adobe PageMaker ver. _____

Macromedia Freehand ver. _____

Adobe Acrobat ver. _____

Adobe Illustrator ver. _____

Adobe Photoshop ver. _____

Other (Please call before sending)

IMPORTANT INFORMATION:

Please remember to include laser print proofs of the document at 100% (title if necessary)

Are ALL graphic support files (and their fonts) included? Ads with missing elements can not be processed. MNI will call contact person or sales rep.

Are ALL screen and printer font files included?

- MNI can not process ads with missing fonts.
- Substitute missing fonts with similar from MNI Adobe type library and provide proof?

 Yes No

WINDOWS/IBM

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Macromedia Freehand ver. _____

Adobe Acrobat ver. _____

Adobe Illustrator ver. _____

Adobe Photoshop ver. _____

Other (Please call before sending)

If you have questions please contact:

Digital Department
 1901 Fish Hatchery Rd.
 Madison, Wisconsin 53713
Phone: 608-252-6260
email address: prepress@capitalnewspapers.com

CN USE ONLY

PrePress Comments:

Special Instructions/Archive Information:
