



Capital Disc Printing

Digital file Instruction

Preferred file formats

PDF or layered Tiff files prepared according to Capital Disc Printing Instructions with PDF proof are free of charge. Please review our website www.capitaldisc.com for the latest templates.

Accepted file formats

- QUARK (Up to version 6.5)
- InDesign (Up to version CS2)
- PDF (Press Ready)
- Layered TIFF Files

- ILLUSTRATOR (Up to version CS2)
- PHOTOSHOP (Up to version CS2)
- Freehand files (with all text converted to outline, saved as an EPS file)

Please note:

Your job will not move into pre-press production until we have both purchase order and all art files. All art files must be stuffed or zipped uploaded to:

Capital Disc printing FTP site at www.capitalftp.com

Including purchase order number as referral, title of the job and name of the client
Please submit all files with 1/8 bleed (0.125)

Pre press charges

Bar code creations:	\$35.00
Correction to file after first proof:	\$85.00 per hour plus re-ripping charges

Elements necessary for us to prep a job

- Capital Disc Printing's template – refer to our web site at www.capitaldisc.com
- All art, fonts and layouts for separations - preflight/collect for output
- Purchase order with detailed instructions (includes: spot colors, varnishes, special stock, emboss or die cuts)
- Only include the files we will need on in your upload.

March 1st. 2008

1.888.387.0066

www.capitaldisc.com