



## GRAPHICS FORM

Please have your graphic designer complete this form & include with your digital art files.

Order Confirmation # (assigned when you place your order): \_\_\_\_\_ Date: \_\_\_\_\_

Artist Name: \_\_\_\_\_ Project Title: \_\_\_\_\_

*Graphic Designer Information:*

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Platform (choose one): Mac \_\_\_ PC \_\_\_

Submission Type (choose one): CDR \_\_\_ EMAIL: \_\_\_ MMS FTP File name: \_\_\_\_\_

- If submitting files in another format please contact your MMS Sales Rep.
- When submitting files via FTP please collect all files into ONE folder & compress (stuff or zip) it for upload.
- MMS FTP ADDRESS: <ftp.mmsdirect.com> USERNAME: mmsuser PASSWORD: mmsuser \*ART-UPLOAD FOLDER

**Program (choose one):**

Illustrator \_\_\_ \*QuarkXpress \_\_\_ Adobe InDesign \_\_\_ Adobe Photoshop \_\_\_ \*\*PDF \_\_\_

Version #: \_\_\_\_\_

\* Please note that we do not accept Quark Passport / Multi-language files.

- \*\* If submitting PDF files please ensure that all images are at least 300 dpi & all fonts are embedded / outlined
- We prefer eps files with all fonts outlined & all images embedded.
- Photoshop is fine for editing images, but when used for typesetting, may cause blurry text.

**Disc Label:**

What ink colors are you printing on the disc:

Pantone colors: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_ **OR** CMYK \_\_\_

- Please check that the disc label is set up to separate properly. Just because there are 3 colors on the screen, does not mean it will print 3 colors! It maybe CMYK and need to be converted which will increase the price quoted. If you are using PANTONE COLOURS please use the PANTONE SOLID COATED pallet.

Would you like a white background added to your disc label? Yes \_\_\_ No \_\_\_

- A white background is recommended for 4-color printing - additional charges may apply. Without a solid background, your colors may be affected by the silver disc surface.

**Graphics Checklist:**

- Your MMS price quote is based on receiving art files exactly to our specifications. Use this handy checklist to minimize costly file modifications.

\_\_\_ MMS templates used

\_\_\_ 1/8" bleed allowed beyond all trims

\_\_\_ Text & logos 1/8" inside all trims

\_\_\_ All images saved as CMYK or Grayscale (unless otherwise specified ie. Pantone spot colours / disc labels)

\_\_\_ Correct resolution for all images (300 dpi for color or grayscale and 1200 dpi for bitmap)

\_\_\_ Layout file printout included / ie. mock-up supplied (for reference only)

\_\_\_ File directory printout included

\_\_\_ All required image files included on disc or upload

\_\_\_ All required font files included on disc or upload