

MATERIALS SUBMISSION WORKSHEET

TO ENSURE PROMPT PROCESSING OF YOUR DOCUMENT PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION.

PRODUCT INFORMATION

Job title: _____

 Date: _____
 Sales Rep. or
 Customer Service
 Rep. (CSR): _____

CONTACT INFORMATION

Name: _____
 Company: _____
 Address: _____

 Phone: _____
 Fax: _____
 Email: _____

PRODUCT DESCRIPTION

Note: All Cartamundi tooling is metric; English measurements will be converted to their nearest metric equivalent. For special circumstances please contact your customer service representative.

Card Size: _____
 Number of cards per deck: _____
 Number of different decks: _____

Card Faces

of colors: _____
 Do cards have white (or solid) borders: _____

Card Backs

of colors: _____
 Do cards have white (or solid) borders: _____

Card Sequence

First visible face card: _____
 First visible back card: _____

Additional notes on card sequence, special cards or unique product requirements:

REQUIRED COMPONENTS

- Tuck Box
- Instruction sheets
- Display
- Master carton
- Other: _____

If information differs for production of additional components please specify on separate worksheets.

SUPPLIED MATERIALS

- Media: CD DVD
- System: Mac Windows
- File type: PS/EPS PDF
 Native Applications, please specify:

- Proofs: Inkjet Laser
- Supplied for: Content Color Match

COLORS USED IN THESE DOCUMENTS:

- Process Colors (CMYK)
- Spot Colors (PANTONE/PMS) please specify:

PROOFING REQUIREMENTS

Note: All file submissions require a full set of hardcopy proofs to be submitted with the files. This is to ensure that our output matches yours. All jobs will require a color match proof or acceptable printed product for "run to" color on press.

- Color art proofs for content and color match
- Digital proofs for content and representative color
- "Run to" color sample provided

For a complete set of specifications on required materials, please refer to the Material Specifications on the second page

MATERIAL SPECIFICATIONS

CARTAMUNDI REQUIRES SPECIFIC MATERIALS TO PROCESS YOUR JOB IN A CONSISTENT AND EFFICIENT MANNER. THE FOLLOWING CHECKLISTS DETAIL THE NECESSARY MATERIALS AND SPECIFICATIONS FOR ELECTRONIC FILE SUBMISSIONS.

NATIVE APPLICATIONS SUPPORTED:

Cartamundi supports the following native file applications:

- Adobe Creative Suite 2 (CS2)
 - Illustrator, Photoshop, InDesign, Acrobat Pro
- Freehand MX
- Quark Express

ELECTRONIC FILE REQUIREMENTS:

Cartamundi supports most major desktop publishing applications in Macintosh & Windows format (Mac preferred). We accept CDs and DVDs; please contact customer service if you have other media requirements.

- Colors MUST be defined as **CMYK** or **PANTONE/PMS** (RGB files will not accepted).
- All fonts MUST be provided!
 - If fonts are not being provided, they MUST be converted to outlines or embedded within the file.
 - Fonts should be Type 1 Postscript fonts.
 - TrueType fonts are not recommended.
 - City-named fonts are not acceptable.
 - All provided fonts should be cross-platform (Mac & Windows) compatible.
- All images MUST be embedded in submitted **EPS/PS** or **PDF** files.
 - For best print quality, image size should be 300 DPI at 100% scale.
 - Suggested image file types: Photoshop EPS, PSD or TIF formats with layers intact (*not flattened*).
 - All links and linked images should be accurate and updated.
 - All embedded or linked images should be submitted along with native application files in separate folder.
- Hardcopy proofs of all files must be supplied to ensure matching output. Inkjet proofs are acceptable for content and color break, but not acceptable as a color match proof on press.

DESIGN CONSIDERATIONS:

- Document should be built to the final trim size of the card (if card is 63mm x 88mm, document should also be that size).
- Bleed images should be extended a minimum of 1.5mm past the trim edge on ALL sides.
- Live area should be a minimum of 3mm inside the trim edge.

Completed Material Submission Worksheet must accompany each file submission.

QUESTIONS OR SPECIAL REQUESTS:

- If you have questions regarding any project or file preparation requirements, please feel free to contact one of our customer service representatives.

CARTAMUNDI, INC.
10444 Wallace Alley Street • Kingsport, TN 37663
p: (423) 279-9200 • f: (423) 279-9201