



Quality Printing
Since 1971

A CONSOLIDATED GRAPHICS COMPANY

Rush Press

3553 California Street
San Diego, CA 92101
619-296-RUSH (7874)
619-342-1020

Prepress Worksheet

Date: _____

Rush Press Sales Professional: _____

To our Customers:

Please complete this worksheet and submit with your digital files.

Name of Business _____

Contact Name: _____ Contact Telephone Number _____

Project Name: _____ Client Job Number: _____

Project Description: _____

File Name(s): _____

File Type (PDF, InDesign, Freehand, Quark, Etc.): _____

Platform: Macintosh PC

Quantity to Print: _____

Flat Size: _____ Number of Pages: _____

Fold/Finish Size: _____

Bleed: Yes No

Ink Colors (CMYK, PMS, Aqueous, Varnish, etc.) _____

Paper Specifications: _____

Proofing Requirements: _____

Bindery Instructions: _____

Press Check Required: Yes No

Special Instructions: _____

Remember:

- Provide laser outputs at 100% or a PDF
- Provide a (folding) dummy to ensure correct imposition
- Contact your sales professional when transmitting files
- Fax completed worksheet to: 619-342-1020

FTP Instructions:

<ftp.rushpress.com>
username: rushpress
Password: 3553