

Notes for Preparing Jobs

Will you be emailing or furnishing a disk formatted and ready to go to film?

If your answer is yes, we must have: Lasers, Fonts, and all the art placed in the file.

PC— we can accept jobs if they are formatted in QuarkXpress, Adobe Photoshop, Adobe Illustrator and Adobe Pagemaker 6.5—Pagemaker must be 6.5 version or later. We cannot convert earlier versions of Pagemaker.

MAC – QuarkXPress, Adobe Pagemaker, Adobe Photoshop, Adobe Illustrator and Adobe InDesign

Notes for Capitol Hill Clients

Do you want Cantrell/Cutter to design your newsletter?

Have you reviewed the Franking Commission Rule Book? **This is very important.**

If you answer yes you will need to:

- ✓ furnish a rough draft telling us what copy/photos or graphics you want on each page.
- ✓ please put all text on a disk or email it in an **unformatted text file** and furnish lasers of the same.
- ✓ furnish all photos
- ✓ furnish a copy of the signature (if using) as well as a clean copy of the Congressman's official frank.
- ✓ tell us if you want a union label printed on your job

We must furnish you a Congressional Mailing Estimate before we can print your job.

We will need the following information:

quantity: _____

paper stock: _____

ink: _____

folding: _____

art furnished on disk already formatted

Cantrell/Cutter to design

Size:

8-1/2 x 11 front and back

8-1/2 x 14 front and back

11 x 17 —4 pages 8-1/2 x 11

14 x 17 —4 pages 8-1/2 x 14

Other _____

Mail Shop:

Inkjet postal customer priority mailing

Time Schedule:

Cantrell/Cutter design—after receiving your copy you will usually receive your first proof in two working days depending upon the Art Department's workload.

After signoff on final proof you will receive a blueline within 24 hours.

After signoff on blueline we will need 7 working days for printing, folding, and mail preparation to get your job in the mail.