

T C C  
P R I N T I N G  
& I M A G I N G

206.622.4050 [www.tccprinting.com](http://www.tccprinting.com)

You can help your print job  
stay on schedule  
and avoid extra  
charges

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- 1-Using the proper application for your job can save you time, money and a lot of grief. Recommended applications: InDesign, QuarkXpress, Pagemaker, Illustrator, Freehand, Photoshop.
  - 2-Create your document on single pages in the actual size that it will be printed.
  - 3-Add 1/8" bleed where needed.
  - 4-Check that all used colors are either in cmyk if printing in process, or in the designated pantone color if spot printing. Print hardcopy separations to be sure the colors separate properly.
  - 5-Proofread your file for typos before sending it in.
  - 6-Include all used fonts and images along with your file. Also include either a printed hardcopy or a pdf of what your final document should look like.
  - 7-Be sure your customer service representative knows your printing requirements including quantity, stock, size, colors and other specs.

*File  
Aid*