



## Digital Information Sheet

*(Checking files without a desktop system)*

Date \_\_\_\_\_

Agency \_\_\_\_\_

No. \_\_\_\_\_

Design  
Contact \_\_\_\_\_

**Questions to ask the design contact:**

1. Have all fonts (including fonts used in EPS files been provided on furnished disk(s)	Yes	No
2. Are all the supporting graphic files furnished? If not, are the graphic files stored in the publication?	Yes	No
3. Does the trim size in the file match the trim size indicated on the requisition and trim size of visual?	Yes	No
4. Was the furnished visual generated from the file provided to GPO?	Yes	No
5. Has allowance for bleeds been provided?	Yes	No
<b>If spot colors are required:</b>		
6a. Have ALL elements in the file (including graphics) been defined as spot colors?	Yes	No
<b>If process colors are required:</b>		
6b. Have ALL elements in the file (including graphics) been defined as process colors?	Yes	No

Signature \_\_\_\_\_

A "Yes" answer in each of the appropriate boxes is a good indication that the furnished files have been created correctly. In all cases, answers given by the design contact should correspond to the information on the requisition and the form 952 Item #2 (above)—A "Yes" in either of the two areas is sufficient.

A "No" answer to any of the questions indicates potential problems with the file. Correction of these problems will require additional performance by contractor, therefore, specifications must indicate that additional work will be required.