

# Basic Typesetting and Layout & Design Services

Print jobs are created from digital files that are either submitted by you the customer or created by us.

## Customer Supplied Documents

Document supplied by the customer must be created using the following applications:

**QuarkXPress**  
**PageMaker**  
**Adobe Illustrator**  
**Adobe Photoshop**  
**Adobe Acrobat (when supplying PDFs)**  
**Adobe InDesign**

All fonts and linked graphic files must be included with the document. Fonts must be outlined when submitting Adobe Illustrator documents. Fonts and graphic files must be embedded in Adobe Acrobat PDFs.

Whether your print job is being produced using conventional printing or digital printing, we will provide you with a hardcopy or PDF proof of your document. If there are any problems with the document such as trapping, incorrect fonts or graphic files, color separations, etc., you will be notified as to what the problem is. You then have the option of correcting the problem and providing us with a new document or we will correct the problems and provide you with a new proof at our basic fee of **\$30.00 per hour** with a \$30.00 minimum charge.

**Microsoft Word** and **Microsoft Publisher** are not suitable applications for printing and require more work to prepare for printing. There is a basic **\$50.00 per hour** fee when making corrections or changes to Word or Publisher files.

## Basic Layout & Design Services

**Basic** services are defined as providing layouts for a customer that do not entail any creation of **original** artwork or design.

It **does** include:

- **Recreating** existing layouts where no digital file exists, using a pre-existing proof.
- Recreating layouts where the customer has drawn out a clear illustration of what the layout should look like and the fonts, graphics, colors, paper size, etc., have already been predetermined.
- Editing and modifying an existing digital document according to a predetermined layout specification provided by the customer.
- Typesetting or scanning text or graphics to be used in a layout.

**All photos and graphics must be provided by the customer.**

An example of these types of layouts includes brochures, booklets, menus, business cards, etc.

Our **Basic Service Fee** is **\$30.00 per hour** with a \$30.00 minimum charge.



CREATIVE SERVICES

170 Summer Street • Lewiston, Maine 04240  
877-782-3311 • Fax 800-784-9546  
info@formsource1.com • www.formsource1.com