



## Creative Services Camera Ready Acceptable File Format Request Sheet

**If you would like to send your job in to Commerce Financial Printers as a camera ready job, please send the following file types:**

**1. PDF**

Please create a PDF of your document and email to your CFP representative. PDF should be generated with your fonts embedded.

*\*Note: If you have changes after initially sending in your PDF, you will be required to make the changes and resend the PDF.*

**2. Word Document**

If you are not able to send a PDF, please send a word document.

*\*Note: Along with your word document, please provide ALL documents used that were imported into the document (excel spreadsheets). We will make every effort to make edits to your document as you send them, but in cases where we are having difficulty making edits to your document, we will request you to make edits and resend your document to us. Also, in some cases we may request you to overnight us hard copy.*

**3. Hard Copy**

If you are unable to send a PDF or word document, please overnight a hard copy for us to scan

*\*Note: If we receive hard copy to scan, we will be very limited to the types of edits we will be able to make. Please be sure that your document final or is as close to being final as possible.*

*\*\*With either format, we are able to insert logos and signatures (provided we have them on file)*

**If you have created your file in any software other than Quark XPress or InDesign, please provide a High Resolution PDF for printing purposes. Please be sure to select the following in your PDF job options:**

1. Embed fonts
2. Include at least 1/4" symmetrical bleed
3. Delete extra colors not being used
4. Center Registration marks