

# Moffit's Consolidators Guide

## Disk Submission Form

Please complete this form and submit with each ad.

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Designer: \_\_\_\_\_

Telephone: \_\_\_\_\_

### AD SPECIFICATIONS

File Name: \_\_\_\_\_

Ad Size & Dimensions:

- Full-Page Ad w/ Bleed \_\_\_\_\_ x \_\_\_\_\_ + 1/4" Bleed
- Full-Page Ad w/o Bleed \_\_\_\_\_ x \_\_\_\_\_
- Half-Page Ad \_\_\_\_\_ x \_\_\_\_\_

Colors:

- 4-Color Process

### AD FORMAT

Ad was saved as:

- Adobe Illustrator 10.0 EPS
- Adobe Photoshop 7.0 TIFF
- Adobe Photoshop 7.0 EPS

Software and Version used to create the original ad: \_\_\_\_\_

Media provided:

- CD-ROM

**Attach this form to a color printout of the ad and return along with your disk to:**

SF Communications □ 3959 Electric Road, Suite 155 □ Roanoke, VA 24018  
540/772-4500 □ 800.892.7119

***All disks must be submitted per contract date.*** Please send your disk by a reliable courier to ensure that your material reaches us by this deadline.