

## Client Guidelines for Electronic Prepress

# *Submitting Test Jobs*

*If you have not yet prepared a job for production using Thomson-Shore's Electronic Prepress work flow, we suggest you submit a Test Job. We will check the files to be sure they are compatible with our imposition software, and for any specific items of concern. The files should be live or representative of the actual job files we will receive. **Due to the variables involved in producing quality scans for high resolution output, we cannot accept responsibility for the outcome of your scanned images without a press proof. We recommend a press proof (at an additional cost) if you are making your own scans.***

Our schedule for test job results is up to 10 business days; it varies based upon the workload at the time the test is received.

Costs: \$50.00 which includes preflighting your application files, providing you with feedback. This also includes the preflighting of one follow-up file if we requested for you to make changes and resubmit another test file.

To encourage the use of PDF files, there is no charge to preflight and give feedback for text PDF files. The regular \$50.00 charge applies if excessive time has to be spent during the preflight process.

### **To process a test job, please submit the following materials:**

- Thomson-Shore quote number- if you don't have one please contact your Customer Care Representative before submitting your test files.
- Live or representative job files sent on supported media, via FTP, or via email.  
(Let us know when and how you have supplied us with the files.)
- Completed Electronic Prepress Data Sheet-can be found at [www.tshore.com](http://www.tshore.com)
- A cover letter stating that this is a test job. Please list any specific items you wish us to examine if other than those stated above.

Please be sure that disks and files are clearly labeled as Test Materials. This is to ensure that test files will not be used accidentally in place of live job files.

### **Send all the test materials to:**

Thomson-Shore, Inc.  
Attn: Test Coordinator  
7300 W. Joy Road  
Dexter, MI 48130

When testing is complete, you will be notified by phone or e-mail of the results and the test materials will be returned.