

MEMBERSHIP DIRECTORY 2008

MECHANICAL REQUIREMENTS

Membership Directory works on a Macintosh® platform and can accept the following types of files. If ads are supplied in other formats additional charges may be incurred. Please call the Production Department if you have any technical questions: (914) 345-0601, ext. 147.

FILE TYPES ACCEPTED:

Preferred files:

- PDF/x1a

Other accepted file formats:

- InDesign
- Adobe Photoshop (saved as a TIFF)
- Adobe Illustrator

IF YOU ARE SUPPLYING NATIVE FILES PLEASE INCLUDE:

GRAPHIC FILES: All color graphic files must be supplied in CMYK (not RGB), with a resolution of 266 dpi or higher. The file name must be the same as referenced in the InDesign or PDF/x1a document. If Illustrator or EPS files are supplied that include type, make sure it is converted to outlines, and include the fonts.

FONTS: Include all fonts for text and graphic files used in ad. You must include both the screen and printer fonts. We support Open Type fonts, Adobe Type 1 fonts and True Type fonts.

PDF FILES: PDF/x1a document files cannot be altered by our office and must be supplied with fonts embedded. PDF/x1a document files must be created high resolution (300 dpi) with images in CMYK format.

SUPPLIED PROOF: Enclose or fax a proof that represents the ad as it should print.

NOTE: If you provide an image on disk for ads we create, you must include a color proof of the image. We are not responsible for the color reproduction of images if color proof is not provided. If advertiser wants the image to be color corrected, it must be requested.

ACCEPTABLE FORMS OF MEDIA:

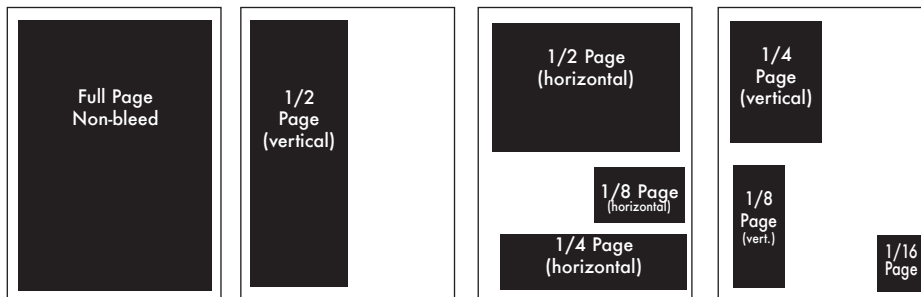
We accept the following forms of media for file submission:

- CD-ROM Disks or DVD

DISKS: Supplied disks must be accompanied by a laser proof printed at 100% and must include full program identification, all related screen and printer fonts, documents, and encapsulated files. A publication grade press quality digital proof must be supplied with all 4-color files. Disks must only include advertisement related materials. Advertiser should be sure they have a duplicate copy of all electronic materials.

ADS WE CREATE: Fractional color-\$75 Full page color-\$150 B&W-\$40 (These prices include scanning of one photo) Scanning charge for each additional B&W photo - \$20 Scanning charge for each additional color photo - \$50 A digital file and digital color proof will be produced. There is an additional \$25 charge to put the ad on a CD for client's personal use.

SUBMITTING ADS BY E-MAIL OR FTP: All transmissions that are e-mailed cannot exceed 4 megabytes in size, and should be "stuffed" or "zipped" before sent. Please specify "Ad for Membership Directory 2008" in your e-mail subject line. If your file is larger than 4 megabytes you can upload material to our FTP site. Please call the Production Department (914-345-0601, ext. 147) for instructions.



Keep live matter 1/4" from trim edge on top, sides and bottom.

DIMENSIONS (sizes below are width x height)	
Full Page (Bleed)	87/16" x 111/8"
Full Page (Trim)	83/16" x 107/8"
Full Page (image area)	7" x 10"
1/2 Page Vertical	31/2" x 10"
1/2 Page Horizontal	7" x 47/8"
1/4 Page Vertical	31/2" x 47/8"
1/4 Page Horizontal	7" x 21/4"
1/8 Page Horizontal	31/2" x 21/4"
1/8 Page Vertical	13/4" x 47/8"
1/16 Page	13/4" x 13/4"

Ship all ad materials to:

Suburban Publishing, Inc.,
Production Department / MEMBERSHIP DIRECTORY 2008
Attn. Bridget
100 Clearbrook Road
Elmsford, NY 10523

To e-mail ads send to: production@sub-pub.com

Please call us when you are e-mailing ads. We request you send us a faxed copy also. (914) 345-0601 (ext. 147)

Fax to: (914) 345-8123, Attn. Bridget



**The Business Council
of Westchester**
THE COUNTY'S CHAMBER OF COMMERCE