

# Color Management Assessment Form

Please complete the following form

## Company Information:

Your Name \_\_\_\_\_

Company \_\_\_\_\_

Store Identification # \_\_\_\_\_

# of Employees \_\_\_\_\_

# in Prepress Dept. \_\_\_\_\_

# of Graphic Artists \_\_\_\_\_

Job Title \_\_\_\_\_

Job Function \_\_\_\_\_

Hourly or Salary \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Fax \_\_\_\_\_

**Expectations:**

1. What are your immediate and long-term goals in implementing color management?

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2. What problem(s) are you trying to solve by implementing color management?

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3. Prioritize the areas in your facility where you are having the most problems from 1 to 6 (1 is the area where you are having the most problems, 6 the least).

- \_\_\_\_\_ Pressroom running process color
- \_\_\_\_\_ Pressroom running spot color
- \_\_\_\_\_ Production Copier
- \_\_\_\_\_ Copier
- \_\_\_\_\_ Graphics department
- \_\_\_\_\_ Other

4. Where do you want to implement color management first? Please prioritize.

- \_\_\_\_\_ Pressroom running process color
- \_\_\_\_\_ Pressroom running spot color
- \_\_\_\_\_ Production Copier
- \_\_\_\_\_ Copier
- \_\_\_\_\_ Graphics department
- \_\_\_\_\_ Other

3. Is management willing to dedicate a computer for making profiles and implementing color management workflows?  $\Delta$ Yes  $\Delta$ No

If No, please explain:

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4. Are you willing to make the recommended changes, which will be necessary, to implement color management?  $\Delta$ Yes  $\Delta$ No

If No, please explain:

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5. Is management committed to supporting and enforcing a program, which will be necessary to implement color management and make it successful?

Yes       No

If No, please explain:

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6. Are the computer and output device operators going to be held accountable to following the rules, which will be necessary to implement color management?

Yes       No

If No, please explain:

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7. What is your rate of employee turnover in the following departments?

- \_\_\_\_\_ Management
- \_\_\_\_\_ Pressroom
- \_\_\_\_\_ Reproduction w/Copiers
- \_\_\_\_\_ Customer Service
- \_\_\_\_\_ Graphics department
- \_\_\_\_\_ Sales

8. Do you have any concerns about implementing color management?

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9. What percent of the jobs you receive are color critical?  
Jobs for the press \_\_\_\_\_ Jobs for the copier \_\_\_\_\_

10. How critical is the color?

Jobs for the press

Not very critical

Some-what critical

Extremely critical

Jobs for the copier

Not very critical

Some-what critical

Extremely critical

11. What percent of your jobs are from repeat customers? \_\_\_\_\_

12. Why do your customers keep coming back to you?

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13. Would you consider distributing an instruction sheet to your clients for the preparation of their files?  Yes  No

14. Do you think your customers would use such an instruction sheet?

Yes  No

15. If Yes, what percent would use an instruction sheet? \_\_\_\_\_

### **Client Expectations**

16. From your clients' perspective, how critical is color?

Not very critical

Some-what critical

Extremely critical

17. How many different paper options do you offer? \_\_\_\_\_

18. Do you have a "House stock" that you offer?  Yes  No

19. What percent of your customers use that "House Stock"? \_\_\_\_\_

20. Do you offer coatings and/or varnishes?  Yes  No

21. Are your clients requesting their jobs to be run on specific devices?

Yes  No

22. Are your clients requesting their jobs to be run on specific papers?

Yes  No

23. Do you provide a proof for each job?  Yes  No

24. What percentage of your jobs that will run on the press have a color proof for the client to sign off on? \_\_\_\_\_

25. What kind of proof do you provide? \_\_\_\_\_

26. Does this proof accurately represent the printed job?  Yes  No

27. What percentage of your jobs that will run on the production copier have a color proof for the client to sign off on? \_\_\_\_\_

28. What kind of proof do you provide? \_\_\_\_\_

29. Does this proof accurately represent the reproduced job?  Yes  No

30. What percentage of your jobs that will run on the regular copier have a color proof for the client to sign off on? \_\_\_\_\_

31. What kind of proof do you provide? \_\_\_\_\_

32. Does this proof accurately represent the reproduced job?  Yes  No

33. How do you get sign off on jobs when you do not provide a proof?

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34. Would you consider showing your client their job on a monitor before you provide them with a proof?  Yes  No

If No, please explain:

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**Platform**

35. What model(s) Mac are you using as a production machine? Please list and rank from the top in the order that you use the most often.

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36. What Brand and model(s) Windows based machine are you using as a production machine? Please list and rank from the top in the order that you use the most often.

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37. Do you use a server(s)? If yes, Please explain:

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### Operating Systems

38. Will this installation involve one or more Operating Systems? Please check the appropriate operating systems:

Mac OS 9.x       Mac OS X  
 Win 2K       Win XP       Win NT

39. Are you planning on doing an OS update in the near future? Yes      No

40. What version of ColorSync is on your Mac(s)? \_\_\_\_\_

41. What version of ICM is on your Windows based machine? \_\_\_\_\_

### Input Devices – Scanners

42. Please list the scanners you want to be profiled.

Scanner 1

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

Trans positive       Trans negative       Reflection

Is this scanner set up to your satisfaction? Yes      No

Scanner 2

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

Trans positive       Trans negative       Reflection

Is this scanner set up to your satisfaction? Yes      No

**Input Devices - Digital Cameras**

43. Please list the digital camera back(s) used for image capture?

Camera 1

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

Camera 2

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

**Displays/Monitors**

44. How many computer displays will you need profiled and calibrated?

Mac: \_\_\_\_\_ Win: \_\_\_\_\_

45. How close do the displays need to match each other?

1                      2                      3                      4                      5  
Low importance                      Medium importance                      High importance

46. Do you own a color measurement device for monitor calibration?

Δ Yes                      Δ No

47. If so, which one(s)? \_\_\_\_\_

48. List your monitors:

Monitor 1 Δ CRT Δ LCD Δ Mac Δ Win

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Age: \_\_\_\_\_

Monitor 2 Δ CRT Δ LCD Δ Mac Δ Win

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Age: \_\_\_\_\_

Monitor 3 Δ CRT Δ LCD Δ Mac Δ Win

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Age: \_\_\_\_\_

Monitor 4 Δ CRT Δ LCD Δ Mac Δ Win

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Age: \_\_\_\_\_

Monitor 5  CRT  LCD  Mac  Win

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Age: \_\_\_\_\_

Monitor 6  CRT  LCD  Mac  Win

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Age: \_\_\_\_\_

### Output Devices – Film Recorders

49. Do you have film recorders that will need to be color managed? Yes No

50. Is your film recorder being color managed? Yes No

51. Please list your Film Recorders:

Film Recorder 1

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

Film Recorder 2

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

### Output Devices – Printers

52. Do you own a color measurement device such as a colorimeter or spectrophotometer? Yes No

If yes, Please answer the following questions:

Are you using a colorimeter or spectrophotometer to measure the output off your printer(s)? Yes No

Device: Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

What software are you using for calibration? \_\_\_\_\_

53. Do your printers have built in hardware calibration? Yes No  
If yes, can this color control be turned off? Yes No

54. Do your RIPs have built in calibration and/or color control? Yes No

55. Are these output devices in a temperature and humidity controlled environment?      ΔYes      ΔNo

56. Do you use the same brand of colorants (ink, toner, etc.) sets for your printers?      ΔYes      ΔNo

57. If not, do you change brands regularly?      ΔYes      ΔNo

58. Please list your Printers and RIPs:

Printer Type 1

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Driver: \_\_\_\_\_

Papers:

Δ Gloss      Δ Semi-Gloss      Δ Matte      Δ Paper  
Δ Canvas      Δ Art Paper      Δ Other: \_\_\_\_\_

RIP 1

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

If you have more than one of these devices, indicate quantity: \_\_\_\_\_

Printer Type 2

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Driver: \_\_\_\_\_

Papers:

Δ Gloss      Δ Semi-Gloss      Δ Matte      Δ Paper  
Δ Canvas      Δ Art Paper      Δ Other: \_\_\_\_\_

RIP 2

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

If you have more than one of these devices, indicate quantity: \_\_\_\_\_

Printer Type 3

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Driver: \_\_\_\_\_

Papers:

Δ Gloss      Δ Semi-Gloss      Δ Matte      Δ Paper  
Δ Canvas      Δ Art Paper      Δ Other: \_\_\_\_\_

RIP 3

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

If you have more than one of these devices, indicate quantity: \_\_\_\_\_

## Output Devices – Color Copiers

59. Please list your color copier devices:

Color Copier 1

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Driver: \_\_\_\_\_

Papers:

Δ Gloss Δ Semi-Gloss Δ Matte Δ Paper  
Δ Canvas Δ Art Paper Δ Other: \_\_\_\_\_

Color Copier RIP 1

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

If you have more than one of these devices, indicate quantity: \_\_\_\_\_

Color Copier 2

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Driver: \_\_\_\_\_

Papers:

Δ Gloss Δ Semi-Gloss Δ Matte Δ Paper  
Δ Canvas Δ Art Paper Δ Other: \_\_\_\_\_

Color Copier RIP 2

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

If you have more than one of these devices, indicate quantity: \_\_\_\_\_

Color Copier 3

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Driver: \_\_\_\_\_

Papers:

Δ Gloss Δ Semi-Gloss Δ Matte Δ Paper  
Δ Canvas Δ Art Paper Δ Other: \_\_\_\_\_

Color Copier RIP 3

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

If you have more than one of these devices, indicate quantity: \_\_\_\_\_

Color Copier 4

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Driver: \_\_\_\_\_

Papers:

Δ Gloss Δ Semi-Gloss Δ Matte Δ Paper  
Δ Canvas Δ Art Paper Δ Other: \_\_\_\_\_

Color Copier RIP 4

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Software: \_\_\_\_\_

If you have more than one of these devices, indicate quantity: \_\_\_\_\_

**Output Devices – Contract Proofers**

60. Do you have an in-house Contract Proofer that you want profiled?

61. Please list your contract proofers:

Contract Proofer 1  
Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Media: \_\_\_\_\_

Contract Proofer 2  
Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Media: \_\_\_\_\_

**Output Devices – Imagesetters**

62. Do you have imagesetter(s) that you want color managed? Yes No

63. Are you calibrating your imagesetter? Yes No

64. Are you using process control with your film developing system?Yes No

65. Are you using a densitometer to measure film output? Yes No

**Output Devices – Platesetters**

66. Are you going directly to plate from your computer? Yes No

67. Please list your CTP devices:

|       |                     |              |                     |
|-------|---------------------|--------------|---------------------|
| △ CTP | Manufacturer: _____ | Model: _____ | Size: _____ x _____ |
| △ CTP | Manufacturer: _____ | Model: _____ | Size: _____ x _____ |
| △ CTP | Manufacturer: _____ | Model: _____ | Size: _____ x _____ |

68. Do you have platesetter(s) that will need to be color managed? Yes No  
Please circle the CTP devices above that you want to color manage.

69. Are you calibrating your platesetter? Yes No

70. Are you using process controls with your development system?Yes No

71. Are you using a densitometer to measure plate output? Yes No

**Output Devices – Presses**

72. Do you have presses? Yes No

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73. If so, are they analog or digital? Please List:

Δ Digital Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_  
Δ Digital Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_  
Δ Digital Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_  
  
Δ Analog Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_  
Δ Analog Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_  
Δ Analog Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_

74. If you have an analog press, how are you making plates? Please explain:

75. What is your Shop Standard?

Δ SWOP                      Δ GraCol                      Δ SNAP                      Δ MatchPrint  
Δ WaterProof                      Δ Other \_\_\_\_\_  
Δ We Do Not Have a Shop Standard

76. Are you running to standard densities?

If so, what are they:

Cyan: \_\_\_\_\_ Magenta: \_\_\_\_\_ Yellow: \_\_\_\_\_ Black: \_\_\_\_\_  
Spot Color: \_\_\_\_\_

77. Are you running a consistent dot gain? If so, what is it for:

Cyan: \_\_\_\_\_ Magenta: \_\_\_\_\_ Yellow: \_\_\_\_\_ Black: \_\_\_\_\_  
Spot Color: \_\_\_\_\_

78. Are you using the densitometer to measure density and dot gain on your presses?                      ΔYes                      ΔNo

79. Do you own a densitometer?                      ΔYes                      ΔNo

80. Do you use quality control bars?                      ΔYes                      ΔNo

81. What percent of your jobs are run on the presses? \_\_\_\_\_

82. What percent of your jobs are output on color copier devices? \_\_\_\_\_

### **Software Applications / Version(s) Used In Production**

83. (Please indicate number of versions in use)

Adobe PhotoShop    \_\_\_ Version 7                      \_\_\_ Version 6                      \_\_\_ Version \_\_\_  
Adobe Illustrator    \_\_\_ Version 10                      \_\_\_ Version 9                      \_\_\_ Version \_\_\_

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|                |     |           |     |           |         |         |     |
|----------------|-----|-----------|-----|-----------|---------|---------|-----|
| Adobe InDesign | ___ | Version 2 | ___ | Version 1 | ___     | Version | ___ |
| Adobe Acrobat  | ___ | Version 6 | ___ | Version 5 | ___     | Version | ___ |
| QuarkXPress    | ___ | Version 6 | ___ | Version 5 | ___     | Version | ___ |
| Freehand       | ___ | Version   | ___ | ___       | Version | ___     | ___ |
| CorelDraw      | ___ | Version   | ___ | ___       | Version | ___     | ___ |
| Other: _____   | ___ | Version   | ___ | ___       | Version | ___     | ___ |
| Other: _____   | ___ | Version   | ___ | ___       | Version | ___     | ___ |
| Other: _____   | ___ | Version   | ___ | ___       | Version | ___     | ___ |
| Other: _____   | ___ | Version   | ___ | ___       | Version | ___     | ___ |

84. Are you planning to upgrade any of the above? yes\_\_\_\_\_no\_\_\_\_\_

85. If so, which applications

86. If so, when are you planning to upgrade? Please explain:

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**Workflow**

87. Do your files come from different clients, formatted in different ways? Yes No

88. Do your clients provide files that include RGB images? Yes No

89. If so, what percentage? \_\_\_\_\_

90. Do your clients provide files that are already converted to CMYK? Yes No

91. If so, what percentage? \_\_\_\_\_

92. How critical is color for images?  Not very critical  Some-what critical  Extremely critical

93. How critical is color for line-work art and type? Please check one:  Not very critical  Some-what critical  Extremely critical

94. Do your customers use spot color?? Yes No

95. Do your customers use Pantone color? Yes No

96. Do you need Pantone color matching? Yes No

**Environment**

97. Do you have a controlled light booth or environment for evaluating color output? Yes No

98. If so, where are these booths being used?

PrePress  Press  Sales  Client Conferences

99. Please list your Viewing Booth(s)

Viewing Booth 1

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Lamp Age: \_\_\_\_\_

Viewing Booth 2

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Lamp Age: \_\_\_\_\_

Viewing Booth 3

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Lamp Age: \_\_\_\_\_

**Additional Comments**

100. Please make any additional comments:

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