

**We want to complete your project accurately and on time.** Orders submitted without the needed information may incur a minimum prepress fee of \$75 and could delay the process. Art charges that do not meet the requirements will begin at \$85.

## SUBMITTING ARTWORK

1. Convert all fonts to outlines (or include all font files with your submission).
2. Include or embed all images.
3. Allow for bleed.
4. Submit native files with links and fonts if possible. (This is necessary if you need us to make adjustments to your files without unnecessary art charges).
5. Follow die-cut guidelines.
6. Verify all artwork meets art guidelines.

## ACCEPTABLE FILE FORMATS

- .pdf (fonts embedded or outlined) - with NO PASSWORD PROTECTION
- Illustrator .ai (outlined fonts or with fonts and links included)
- InDesign .indd (Include fonts and links)
- Photoshop .psd (raster artwork) - *Please do not set type or layout artwork in PSD; this is best used for background images and then taken into Illustrator or InDesign for composite art.*
- .tiff (raster artwork)
- Other formats: Please contact us to verify if we can convert and or print from any other file format not listed.

## PRINT MARGINS

Outside of the margins should not contain any text or essential art elements. Any items that pass outside the margins should bleed for best results; this includes borders.

- Small format items should allow for a .125" inside margin.
- Large format items should allow at least .5" margin.

## BLEEDS

Any artwork that prints to the edge of the material should contain bleed. Bleed is the continuation of artwork past the trim line. This bleed allows variance in production as needed.

- Small format bleed should allow .125"
- Large format bleed should be .25"
- Banner bleed should be 1"
- Bleeding on corrugated plastic will shorten the life of your sign and make the ink more likely to peel on edges. We recommend a .25" white border on corrugated plastic.

## DIE CUT GUIDELINES

- Artwork must be submitted to the actual size or noted otherwise.
- Die line should be clearly marked as a separate spot color that is not used in the artwork. Anything that is in die color is assumed not to print.
- Each die element (ie-cut, crease, perforation) should be marked with a different spot color and on separate layers.
- Please be sure dies are NOT outlined. They need to be clean single path lines.
- Minimum amount of points will give the best results.

*We can help create your dies or correct your files for an additional art charge.*