

art file specifications for online orders



FILE FORMATS: PDF or JPEG

- Your art file must be submitted in PDF or JPEG format (with crop marks and bleed included if applicable)
- Files must be in CMYK mode (for full-color) or PMS/Spot Color for offset printing
- Image resolution must be 300 DPI or higher to ensure image quality and sharpness
- Fonts should be converted to outlines or embedded

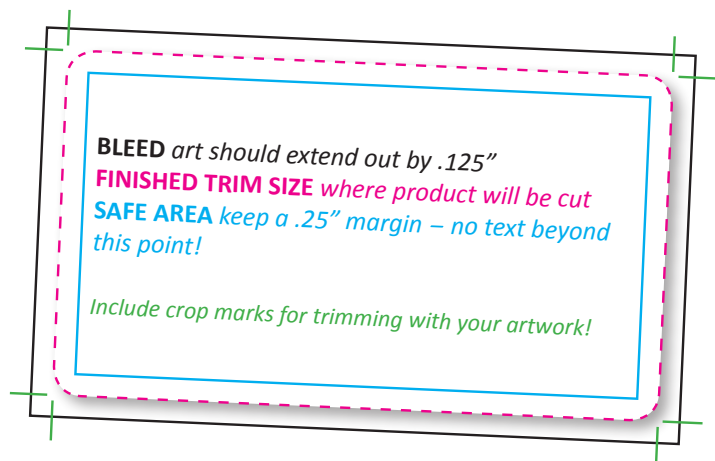
*Additional setup charges will apply for file conversion/changes required before print for all file submissions that are not "camera-ready"

PROOFING

You will receive a PDF proof via email at the address you provide within 1-2 business days. Your order will not be produced until your proof has been approved. PDF proofs may vary in color from monitor to monitor. Hard copy proofs increase color accuracy are available by request. If color must be absolutely precise, we encourage you to schedule a Color Check to approve color and print quality prior to production.

Credits or refunds for cancellation of orders are only available on orders that have NOT been APPROVED BY YOU and placed into production. If an order is cancelled AFTER we have sent a proof to you, but BEFORE it is approved by you, a refund will be provided to you less a \$50 administrative fee for work completed prior to cancellation. If an order is cancelled AFTER a proof is approved by you, no refund will be provided. There are also no refunds if an order is cancelled AFTER it has been placed into production. Refer to our website "Terms and Conditions" for more information.

how to submit your artwork



BLEEDS

"Bleed" is a printing term used to describe the images or elements of a document that touch or extend beyond the edge of the page, leaving no white margin. When a document has a bleed, it must be printed on a larger sheet of paper and then trimmed down. A bleed should extend past the trim edge by 1/8" (.125") on all sides.

FINISHED TRIM EDGE

This is the size of the finished final product.

SAFE AREA/TEXT MARGINS

The safe area is the area all graphics and text should stay within, with the exception of an image that bleeds. For best results, keep all text a minimum of 1/4" (.25") away from the trim edge.

PAGINATION

Multi-page documents (books, manuals, booklets) should be submitted as a PDF file in individual page format and in page number order, in the size you are ordering. (For example, if you are ordering a booklet that will be 8.5"x11" once it is folded, your document page size should be 8.5"x11".)

need help? call us! 727-376-7200