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## IMPORTANT ORDERING INFORMATION

### ARTWORK REQUIREMENTS / PREPARATION

ARTWORK CAN BE SUBMITTED:

- 1) via email to your sales representative. **PLEASE TYPE YOUR ORDER NUMBER & COMPANY NAME IN THE SUBJECT LINE.**
  - 2) via flash drive
  - 3) If you don't have a digital file, we can also accept a sharp hard copy of your graphic
- We cannot accept faxed artwork.

### A NOTE ABOUT DIGITAL ARTWORK

Production delays can occur when digital artwork is provided in the wrong format. Much time can be lost with efforts to convert files that are submitted without following the information guidelines below. Please contact us if you have any questions about the suitability of your digital files or any of our format requirements.

Artwork is only as good as you provide. Simply because the art file is an .EPS or .TIFF format does not mean it will be clean and usable. Faxed, scanned or art which has been reproduced numerous times will not improve and will not look it's best without additional clean up efforts. Please do not submit web graphics as they are in a resolution setting (generally 72 or 96 dpi) that is too low for our processes to reproduce attractively.

**We reserve the right to refuse any artwork that will not meet our standards of product quality when reproduced with our equipment and processes.**

We work in a Macintosh environment and primarily use Illustrator, Photoshop and InDesign. If you must supply artwork in a different program or platform we will make every effort to get your file opened. *Vector art files are preferred. They provide the best resolution for possible changes down the road.*

### WE CAN ACCEPT ARTWORK IN THE FOLLOWING FORMATS IN ORDER OF PREFERENCE

- 1) .ai (ADOBE ILLUSTRATOR VERSIONS CS6 or lower)
- 2) .eps (from a vector program such as ADOBE ILLUSTRATOR)
- 3) .pdf (from a vector program such as ADOBE ILLUSTRATOR)
- 4) .jpg or .tiff (image resolution should be a minimum of 300-600 DPI at 100% imprint size)

### FONT INFORMATION

Convert all text to outlines or curves. Please be aware that once this is done the text in your artwork can no longer be edited. If editing is required you must include the Font with your art submission.

**WE DO NOT HAVE EVERY FONT THAT IS AVAILABLE.**

*DO NOT SEND YOUR ORIGINAL FILE - make a COPY!*

*Minimum art charge is \$25.00.*

*Prices effective July 2022 & are subject to change without notice.*