

On Paper File Submission Guidelines

To ensure that your files integrate smoothly with our systems, here are the guidelines for submitting customer supplied art files.

FORMAT:

All designs must be submitted as a flattened PDF (PDF/X-1a, which is compatible with Acrobat 4/ PDF version 1.3)

- Remove all crop marks and any other printer's marks.
- Embed or outline all fonts.
- All bitmap and raster images must be at least 300dpi (dots per inch).
- Files should appear on screen in the same orientation as intended for the viewer.
We will not rotate files.

COLOR MODE:

Create files in CMYK (Cyan, Magenta, Yellow, Black) NOT RGB!

- Use flat black (C=0%, M=0%, Y=0%, K=100%) rather than rich black.
- Use of black or any heavily saturated color must be under a combined CMYK value of 280%. (For example: C=40%, M=60%, Y=60%, K=100%)
- All spot, RGB and PMS colors must be converted to CMYK.
- Remove all ICC profiles before creating your PDF.
- Remove all overprint - it is not necessary and will not print correctly.

BLEEDS:

- **ALL ART FILES, EXCEPT ENVELOPES, MUST HAVE a .125 inches (1/8") of bleed area around the perimeter of your artwork to ensure accurate cutting.**
- Include bleed area in all files, (except envelopes), regardless of whether or not your artwork reaches the edges.
- See below for most popular sizes.

BORDERS: Due to high speed commercial printing and cutting equipment used we do not recommend designs with a border. If your design has a border please allow additional weeks for printing.

DOUBLE SIDED FILES:

Submit as separate art files titled invitation front and invitation back, etc. **DO NOT SEND** in the same PDF.

ENVELOPE ART FILES:

All text must be in the proper position and the file should be the actual size of the envelope. See below for the most popular sizes and layouts. No bleed for envelope files.

ACCURACY:

We want your order to be perfect. PLEASE Proof all files before sending. We do not proof or correct files. What you send is what will print!

- Any file that needs to be re-submitted will be assessed a \$45 fee per upload.
- Any orders that need to be re-printed due to design, art errors are the sole responsibility of the customer. All sales are final once deposit is placed.
- **No proof is sent. ALL FILES MUST BE ERROR FREE AND READY TO PRINT!!!**

NAMING FILES AND SUBMITTING:

Name files as follows: your name, item

Example:

yourlastname_inv_front

yourlastname_inv_back

yourlastname_inv_envp

yourlastname_rsvp

yourlastname_rsvp_envp

yourlastname_map

Send files via email to: art@onpaper.com Call to verify receipt of files: (614) 424-6617

LEAD TIME:

Printing lead time is 5 business days plus 4 days ground shipping.

STANDARD SIZES:

Actual Trim Size

(A2) 4.25 x 5.5

(A6) 6.25 x 4.625

(A7) 5 x 7

(A9) 5.5 x 8.5

4BAR Rsvp 4.875 x 3.5

A7 Envelope

4BAR Rsvp Envelope

ART FILE PDF SIZE (adding 1/4" for bleed)

4.5 x 5.75

6.35 x 4.725

5.25 x 7.25

5.75 x 8.75

5.125 x 3.75

See sample below

See sample below

Fractions to Decimals:

1/16" .0625

1/8" .125

3/16" .1875

1/4" .25

5/16" .3125

3/8" .375

7/16" .4375

1/2" .5

9/16" .5625

5/8" .625

11/16" .6875

3/4" .75

13/16" .8125

7/8" .875

15/16" .9375

A7 InvitationCard

Artwork Size: 5.25in x 7.25in
Trim Size: 5in x 7in

Art between pink and black
lines will be trimmed off

Submit a separate file for each side if invitation is printed on both sides.

4 BAR RSVP Card

Artwork Size: 5.125in x 3.75in
Trim Size: 4.875in x 3.5in

Art between pink and black
lines will be trimmed off

A7 Invitation Envelope = printed on flap

Flap area is 7.125" x 2.625"

Back

Art Size: 7.25in x 5.25in

**Art for the envelope should not have a bleed.
Back can only print on the flap.**

4 BAR RSVP Envelope printed on face

Front

Art Size: 5.25in x 3.625in

Art for the envelope should not have a bleed.

