

GRAPHICS & ARTWORK GUIDELINES

ACCEPTABLE FILE FORMATS



Please be sure to include all linked files, if not embedded.

We **DO NOT** accept artwork files built in:
Corel Draw
Quark Xpress
Microsoft Publisher, PowerPoint

FONTS SPECIFICATIONS

Fonts must be converted to outlines



OUTLINED



NOT
OUTLINED

If fonts are not converted to outlines, you must provide the truetype or opentype font file.

PRINT READY ARTWORK

If you will be providing the artwork in one of our accepted formats, please ensure the file is built to the correct sizing and specifications.

CHANGES MADE TO FILES ARE SUBJECT TO DESIGN FEES.

For all printed artwork, please provide a minimum of 0.125" bleed into the file.

Example:

A 8.5" x 11" file with bleed should be submitted as 8.75" x 11.25" minimum.



CUT LINE

COLOUR SPECIFICATIONS

All files are printed in
CMYK

Please do not send files in RGB

If Pantone colours are needed, please specify the Solid Coated number to your designer.

Because we print in CMYK, we cannot match Pantone Colours precisely. We will match these colours as accurately as possible to the correct media.

Some PMS colours such as fluorescents and metallics cannot be matched. We do not print white ink.

Please feel free to submit any printed samples of work for us to use for colour reference.

PROOFS

Electronic Proofs are for layout and composition purposes **ONLY**. If you require a printed proof for colour verification, please ask your designer.

Please Note:

It is YOUR responsibility to proof read all text, images etc. Please check the proof THOROUGHLY before approving. We cannot accept financial responsibility for items approved by you that may be later found in error.

