

Guidelines for Computer Generated Artwork

Date: _____ Job Name: _____

Company Name: _____

Contact Name: _____ Phone No.: _____

Job Information

Description: _____

Label Size: _____ Internal Die Cuts: Yes No

Colors: _____

Screens: (Describe screen line expected and screen value percentage): _____

*Please **do not** include print trap or bleed on artwork.

Our Requirements

Types of Media we can receive:

- 3.5" Macintosh Formatted Floppies
- Zip (100 MB)
- Jaz (1 & 2 Gig)
- CD's

Applications we can receive:

- Macromedia FreeHand MX
- Adobe Illustrator CS3
- Adobe Photoshop CS3
- Adobe InDesign CS3
- QuarkXPress 7

NOTE: Older versions of the above applications may be sent.

NOTE: We prefer Macintosh files but we may be able to accept PC versions of the above applications.

Sending Files

- All disks must be clearly identified as to the contents of the disk.
- Include an accurate hard copy of all pages to be output.
- All color proofs must be accurately marked-up for color break, including all type, tints, 4/color, halftones, etc.
- Send copies of the files to be processed, never send originals.
- Include a copy of the required fonts used for the project (must include fonts used in graphics also). These fonts will only be used for this particular project. This is required to minimize font conflicts when processing files.
- If possible, convert fonts to outline prior to saving pdf/eps files to prevent font conflicts entirely.

Graphics and Scans

- Include a copy of all graphic (tiff format [preferred] or EPS's) support files

Liability

- Upon receipt of supplied disks, should it be evident that the condition of the copy differs from that which had been originally described and consequently quoted, the original quotation shall be rendered void and a new quotation issued if we are to make alterations.
- Alterations represent work performed in addition to the original specifications. Such additional work shall be charged at current rates and be supported with documentation upon request.

Checklist

Have the graphics been saved as a Tiff (or EPS) file and are they included?

Are fonts supplied?

Was file text converted to outline?