

Preflight Checklist

Prepare your files for printing

By providing artwork electronically, the customer has assumed the responsibility for the file accuracy and proper file preparation. The printer assumes no responsibility or liability for material printed with customer composition errors. Please review the following instructions to help you create and submit your artwork. Submitting artwork that meets these guidelines will help ensure that your order is accurate.

Acceptable print-ready files will be based on the following:

SOFTWARE COMPATIBILITY

- InDesign
- Illustrator
- Photoshop
- QuarkXPress

APPLICATION FILES (MAC)

- Application files need to be supplied with a PDF for copy.
- All files require 0.125" bleed, fonts and all supporting links & images.
- Supporting images must be a minimum resolution of 300 dpi.
- **If you must use a Microsoft Office program**, the files are subject to our review and acceptance, and require a high resolution pdf file to be included.
- Full color files are to be built as CMYK, not RGB. Though we can do this conversion, we encourage you to convert your files since the resulting color shift may not be acceptable. We cannot be responsible for color accuracy since this is an automatic conversion.
- In the case that application files are provided and need to be applied to a template, or file errors result in new files being provided, the customer will be billed for preflight and prepress editing at our current hourly rate.

PDF FILES

- Files need to be exported as High Quality Print. (All 0.125" bleeds in place, fonts embedded, embedded scanned graphics and photos at a minimum resolution of 300 dpi).
- Spot colors need to be correctly named and separated if not printing in four color process.
- Full color files are to be built as CMYK, not RGB. Though we can do this conversion, we encourage you to convert your files since the resulting color shift may not be acceptable. We cannot be responsible for color accuracy since this is an automatic conversion.
- In the case that application files are provided and need to be applied to a template, or file errors result in new files being provided, the customer will be billed for preflight and prepress editing at our current hourly rate.

FOR YOUR INFORMATION

- We accept Mac compatible files.
- There is an upcharge for artwork not created with our compatible software.
- Please submit composite printouts, mock-ups and/or low-res PDFs for reference.
- Save graphic files in .eps or .tiff format. No .pict , .jpeg or .giff files.
- Normal production time begins after our receipt of approved proof.
- Templates of all standard products are available on our site.

PROOFREAD ALL COPY

Printer is not responsible for errors in submitted files. Please compress and/or package your files to prevent corruption and ensure the fastest delivery. Charges to correct or alter file is based on the format and complexity of the file setup.