



# BEFORE SENDING US YOUR ARTWORK

PLEASE MAKE SURE THAT YOUR FILES MEET THE FOLLOWING FILE REQUIREMENTS.

A minimum fee of \$25 will be applied to orders needing a file resized or edits made. Additional time will be added as needed.

Your print job is important to us and we want it to look its best.

DESIGN SERVICES \$95/HOUR | MINIMUM \$25 | PRINTED PROOFS \$15

## ACCEPTED FILE FORMATS



**Microsoft files:** Should be converted to PDF files to avoid any changes across computers. (Word, Excel, PowerPoint, etc.)

**Canva Files:** Should be flattened & sent as a PNG file Colors in Canva can appear very different on the screen vs. what is printed. We highly recommend a printed proof.

RASTER	Image types	Where to use
JPEG	Photographs, illustrations, web and digital graphics	Website, PowerPoint and Keynote presentation. Ideal for when small files are required.
TIFF	Photographs and illustrations	Print. Ideal for when high resolution is required.
GIF	Web and digital graphics	Web applications, PowerPoint and Keynote presentations. Ideal for when you want a simple animation.
PNG	Web and digital graphics	Web applications, PowerPoint and Keynote presentations, and digital printed materials. Ideal for when you need an image with a transparent background.
VECTOR	Image types	Where to use
EPS	Logos, diagrams, illustrations, figures, charts	Print materials produced using professional print design programs like Adobe InDesign or Illustrator.

## FONTS

- Fonts should be outlined, embedded, or flatted to avoid any font changes.
- Should be larger than 9 point so text is legible.

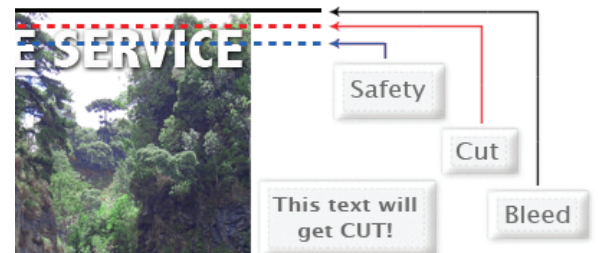
## RESOLUTION

**300dpi** For High Quality Printing  
(Anything under may result in blurry/pixelated product)

## BLEED

All text and logos should be at least 0.125" on each side for print and 0.25" for signs.

This allows your full color design to be printed to the edge with no white border.  
(ie: Finished size is 5x7 = 5.25x7.25 should be the design file size)



## COLOR

- CMYK (Preferred)
- Pantone numbers
- RGB (Color match not available unless converted to CMYK)
- When using a blue in your design, always make sure to leave at least a 30% difference in your Cyan and Magenta values. (Correct Values C:100% M:70% Y:0% K:0%)

ON SCREEN (C:100% M:100% Y:0% K:0%)

Appears Blue

AFTER PRINTING

Prints Purple

When using BLACK in a FULL COLOR design, use this rich black mix C:60% M:40% Y:40% K:100%  
If you want only a black print order (no other color), then only use 100%K - C:0% M:0% Y:0% K:100%