

Artwork & File Preparation Guidelines

ACCEPTED FILE FORMATS		We accept PC or Mac platform in these applications
<input type="checkbox"/>	Adobe Photoshop	.psd, .pdf, .tif, high quality .jpg, .eps
<input type="checkbox"/>	Adobe Illustrator	.ai, .eps, .pdf
<input type="checkbox"/>	Adobe InDesign	.eps, .pdf
<input type="checkbox"/>	Adobe Acrobat	.pdf
<input type="checkbox"/>	Other Programs	export as .eps, .pdf, .ai, high quality .tif, or jpg
<i>Additional formats (may incur art fees) - .jpg, .bmp, .tif, .gif, .pdf, .pub, .doc</i>		

FILE PREPARATION	
Artwork for general products	<input type="checkbox"/> Fonts used in the files should be converted to curves/outlines. <input type="checkbox"/> Convert files and support files to CMYK (Except for Photographic prints - CMYK /RGB). <input type="checkbox"/> Layered files should only be flattened when print-ready and no alterations of any type are needed. <input type="checkbox"/> Vector files should include PMS color info and die cut lines on a separate layer (if applicable). <input type="checkbox"/> For full bleed backgrounds, add 1/8" for business cards, 1/2" for sizes up to 2' x 2', 1" for sizes up to 4' x 4', and 2" for sizes 4' x 4' and larger. Include bleed and crop marks in file. <input type="checkbox"/> Use Rich Black (70% C, 40% M, 20% Y, 100% K) instead of Black (0% C, 0% M, 0% Y, 100% K). <input type="checkbox"/> Vector artwork for larger print dimensions should be created at 25% / 50% scale or 1' = 1" ratio. <input type="checkbox"/> Photoshop files should be created 1' = 1" ratio @ 300 dpi Res. to produce prints at 150 dpi. <input type="checkbox"/> Photoshop files should be created 1' = 1" ratio @ 1200 dpi Res. to produce prints at 300 dpi / 600 dpi. <input type="checkbox"/> If files are not actual size, please indicate the scale in which they were produced, or the finished size. <input type="checkbox"/> Please provide a hard copy of artwork for color proofing with PMS # marked (if applicable).

FILE SUBMISSION		Make a single compressed (Stuffit / Winzip) file for faster processing.
Concept One FTP (File Transfer Protocol)	<input type="checkbox"/>	Go to www.conceptonetn.com and click the Upload Files button Total of files should not exceed 350MB
Client FTP (File Transfer Protocol)	<input type="checkbox"/>	Please provide following Info.: Host, User Name and Password
E-Mail Files up to 10 MB	<input type="checkbox"/>	info@conceptonetn.com
Mail/Drop off	<input type="checkbox"/>	CD, DVD, Flash Drives

- Additional charges may apply on additional time we spend on your artwork file(s) or hard proof requests. File editing services are available at \$70 per hour, 1/2 hour minimum charge.

NOTES