



1. ACCEPTED FILE FORMATS

To ensure the highest quality output, we require packaged, layered files. We primarily utilize the Adobe Creative Cloud suite:

- Adobe Illustrator (.AI)
- InDesign (.INDD)
- Photoshop (.PSD or .PSB)
- High-Resolution TIFF (.TIF)

Submission Requirement: Please ensure all external links, smart objects, and fonts (outlined or included) are contained within your packaged folder.



4. COLOR MATCHING

If your project requires specific color accuracy:

Pantone®: Provide specific Pantone Solid Coated values within your file.

Physical Samples: You may mail a physical printout for our team to match against.

Proofs: Physical color samples are available upon request (fees may apply).



2. COLOR & RESOLUTION

To achieve the highest quality print, please adhere to the following specifications:

- **Color Space:** All files must be submitted in CMYK.
- **Resolution:** Files must be 300 DPI at 25% scale.
- **Final Output:** This results in a print at 75 DPI at 100% scale.

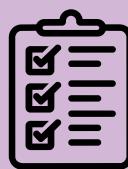
Linked Assets: Ensure all linked images and smart objects are also at 300 DPI.



3. WE WILL NOT ACCEPT

To avoid production delays or quality issues, the following items are not acceptable:

- ✗ **Flattened Files:** JPEGs or flattened PDFs.
- ✗ **RGB Color Space:** All files must be CMYK.
- ✗ **Low-Res Images:** Pixelated images are not accepted.
- ✗ **Missing Assets:** Files missing links or fonts.
- ✗ **Layout Proofs:** Proofs may not be submitted as working files.
- ✗ **Non-Native Files:** CorelDRAW (.CDR) or Microsoft Publisher (.PUB).



5. PRE-FLIGHT CHECKLIST

Before submitting, please ensure your files contain the following:

- Packaged Layered Files
- High-Resolution Linked Images
- Vectorized Logos
- Linked or Outlined Fonts
- Bleeds: Graphics for full coverage should include a 0.5" bleed on all sides.



FILE SUBMISSION

Please submit your packaged files via one of our preferred file transfer services:

Platforms: WeTransfer, Hightail, or Dropbox.