ARTWORK SUBMISSION FORM

THIS FORM SHOULD ACCOMPANY SUBMITTED MATERIAL

OUR STANDARD ARTWORK PREP CHARGE *($100/per color)* **COVERS BASIC PRE-FLIGHTING AND GENERAL FILE PREP, AND INCLUDES A COLOR PROOF.**

PLEASE NOTE: STANDARD PROCESSING FEE does NOT cover additional prep work /AA's (see below).

IF FILES ARE SUBMITTED INCORRECTLY AND DO NOT MEET THE BASIC GUIDELINES BELOW FOR PRESS-READY FILES:
The customer will be notified and asked to make the decision whether to resubmit artwork to our specifications, or to have one of our pre-press techs prepare the files correctly at a charge of $100/hr. We will be happy to provide an approximate cost and time-frame for the corrections. ***A PO or written authorization will be required for us to proceed.***

PROJECT/ITEM#: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

CONTACT: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
(in case we have any questions regarding artwork)

ANY SPECIAL INSTRUCTIONS: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

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COLORS: *Please list all PMS colors:*   **COATING:**

☐ *PROCESS COLOR(S) ONLY*   ⎯⎯⎯⎯⎯   ☐ *STANDARD AQUEOUS*

☐ *PROCESS COLOR(S) plus SPOT COLOR(S)*   ⎯⎯⎯⎯⎯   ☐ *UV*

☐ *SPOT COLOR(S) ONLY*   ⎯⎯⎯⎯⎯   ☐ *SPECIAL* ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

☐ *PRINTING UV*   ⎯⎯⎯⎯⎯

CHECKLIST:

• **Die lines used in the file(s)** *must* **be the** *approved* **dieline(s).**

• **Bleed should be 1/8".** *Glue areas should be knocked out.*

• **Linked or embedded images** *should be cropped and sized before linking/embedding, and images and effects need to be masked off.*

• **Remove any non-printing layers** ** Check for locked and hidden items.*

• **Remove unused color swatches.** *Make spot to process conversions where necessary.*

• **Check the file with overprint preview.** ** We see a lot of white text unintentionally set to overprint!*

• **Check separations.** ** We see a lot of black made up of registration (4color) black.*

• **Call out any areas to be knocked-out.**

• **Include all fonts (even if outlined).**

• **Please submit a hard copy or PDF of FINAL version of artwork with file(s)**

FILE FORMAT:

Files should be submitted (preferably) in Illustrator. *Please do not save final files as PDFs.*

IF files are OTHER than Illustrator, please send along a 2nd version as an .EPS WITH THE FONTS OUTLINED.

* We have an FTP site at **ibackup.com** available for your convenience, please contact us for username/id information.

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