

File Submission Reference Sheet

ADVANCED SIGNS & GRAPHICS, INC.

In order to more efficiently process your order, please review the following guidelines for submission of your art. (We do have an art department that can assist you in producing artwork suitable for production. Work is billed at \$125/hour with a \$50 minimum.) Quality of the finished product depends primarily on the quality and craftsmanship of the artwork submitted. While *Advanced Signs & Graphics Inc.* promises to create the highest quality graphic possible, be aware that we are limited to outputting files in the condition we receive them, so be sure to follow the guidelines below for optimum results.

Failure to follow these guidelines may result in delays and/or additional fees, so consider the following carefully.

Media: Up to the most current versions of *Floppy* Zip* CD*

- The files you send should be the only ones on the disk
- Avoid compression
- Include a color hard copy of your layout

File Formats:

PC Adobe Illustrator in .eps format (save in version CS or lower, all text converted to outlines)

PC/Mac Adobe Photoshop .tiff or native .psd format we will accept .eps as well (version CS or lower)

Save all files in PC format where applicable

****Do not send Pagemaker or QuarkXPress files****

Resolution: 300 dpi (dots per inch) is optimal for clean artwork

Type: If used in drawing/illustration programs, convert paths to outlines (vector artwork)

Color Matching: Color output will vary between processes and devices so be sure to communicate with our art department as to the most appropriate method for color matching.

For Digital Process:

- All files should be converted to CMYK
- All placed graphics must be included
- Keep the live image area away from any finishing seam lines or grommet placements. Finishing guidelines can be obtained per request.

Submitting files on a disk with a proportional (at least 1/4 size on disk), color layout of the image to be produced is the ideal way to send orders to us.

E-mail: advsigns@optonline.net Attach file and include Artwork for Mike Hansen clearly in the subject header. Bear in mind that e-mail is not the best or most efficient way to receive artwork for production, due to the nature of the Internet and how files are transmitted.

