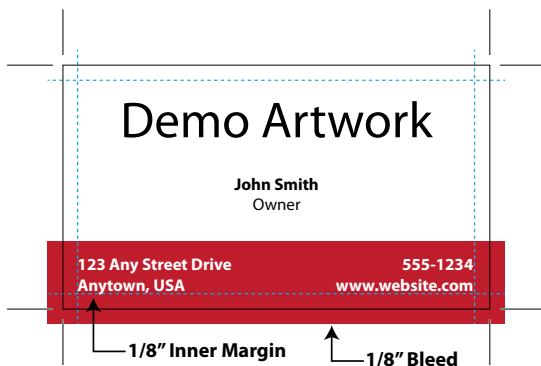# Artwork Guidelines and Technical Specs

➥ PRINT READY FILE REQUIREMENTS

TO ENSURE YOUR ORDER IS PRINTED WITHOUT DELAY, PLEASE FOLLOW THESE GUIDELINES

- **1-up Composite -** One copy per item, one item per page

- **Actual Size -** Document size reflects final product size

- **Colors used are CMYK, not RGB**

- **1/8" Inner Margin -** Anything that doesn't bleed is 1/8" from edge of the product

- **Bleeds extend 1/8" beyond th edge of the product**

Demo Artwork

John Smith
Owner

123 Any Street Drive   555-1234
Anytown, USA   www.website.com

1/8" Inner Margin   1/8" Bleed

- **All black text is 100% black**

- **Photos & raster images are 300 dpi minimum and saved as TIFF or JPG**

➥ ACCEPTABLE FILE FORMATS

PDF (Portable Document Format)
From any native application. High resolution, print ready. For best results, use the PDF/x-1a2001.

Adobe Illustrator CS5.1 (EPS or AI files)
Change all text into "outlines" in your document. If you are using an imported graphic in your document, be sure to include or embed the original graphic file. Place graphics at 100%. Save the file as an Illustrator AI or EPS.

Adobe InDesign CS5.5
Change all text into "outlines" in your document. If you are using an imported graphic in your document, be sure to include or embed the original graphic file.

Adobe Photoshop (TIFF or JPG files)
Do not color an image in Photoshop (for spot printing). Convert all photos to CMYK for 4-color process printing. All files need to be submitted at the size being used for printing. If bleeds are needed, allow 1/8" (.125") on all sides.

TIFF (Tagged Image File Format)
Resolution must be at 300dpi. Images must be in CMYK mode for 4-color process jobs.

JPG (Joint Photographer's Expert Group)
JPG files are not the preferred format for printing, but may be acceptable if they are not highly compressed, and the resolution is 300dpi. High compression and/or low resolution will result in fuzzy text and images.

Microsoft Publisher
Microsoft Publisher files are not the preferred format for printing, but may be acceptable.

➥ HOW TO SUBMIT ARTWORK

E-MAIL / WEBSITE
Please forward artwork material to: **info@sprint-print.com** OR uploaded to our website at **www.sprint-print.com**

Files over 2MB in size must be compressed. Larger files, (over 5MB), can be uploaded to our website at **www.sprint-print.com**.

PLEASE INCLUDE YOUR COMPANY NAME AND CONTACT INFORMATION IN THE EMAIL.

PORTABLE MEDIA
As an alternative to e-mail, Sprint Print currently supports the following portable media formats:

- CD ROM
- Flash drive

Portable media may be sent to Sprint Print's address below. Please include a hardcopy and contact info for each disc submitted.

➥ ARTWORK CONTACT

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210 Euclid Avenue
Des Moines, IA 50313-4404
Phone: (515) 244-9444
Fax: (515) 244-8401
Email: **jennifer@sprint-print.com**