

Artwork Submission Guidelines

Uploading Your Artwork

You should place an order with a Formetco Product Specialist before you upload your artwork. The details of the artwork, resolution, size specifications, color, etc., are based upon your order and should first be discussed with your Product Specialist.

The artwork upload form (the "Submit Artwork" button is located at www.formetco.com/printncreative.html) accepts files up to 1.9 GB. Upload times are dependant upon file size and upload speed. If your file size exceeds 1.9 GB or if you have a slow upload speed, contact your Product Specialist for instructions on sending your files to us on a DVD or CD.

Uploaded files should be named correctly in order to avoid file transfer or corruption problems. Your base file name must be composed of alphanumeric characters only with underscores for spaces as needed.

Uploaded artwork will be removed from our server 30 days from the date of upload. If you mistakenly upload artwork before you place an order, please contact a Formetco Product Specialist as soon as possible or the artwork may be lost.

Art Specifications & Guidelines

Low resolution is the number one reason we cannot use artwork submitted to us. Low resolution files often result in a poor product.

For Vector Applications:

Artwork and files should be submitted in CMYK format. Convert all type to outlines or curves. Include 0.25" bleed on all sides (this will equal 3" bleed on final output).

For Raster Applications:

Artwork and files should be submitted in CMYK format. If possible, keep all layered files intact. Set up your artwork using a 1 inch = 1 foot scale. If you are unsure of what resolution will be needed, consult

Art Specifications & Guidelines (cont.)

your Formetco Product Specialist who will assist you in determining the correct resolution. Make sure the original image is high quality. The final product is dependant upon the quality of the original file.

Accepted File Types

Adobe PhotoShop®
Abode Illustrator®
Adobe InDesign®
QuarkXPress
EPS
TIFF
PDF
JPG

File preference:

layered TIFF or EPS.

Color Matching & Proof Approval

A proof of your design assists us in accurately verifying that our conversion process has not greatly manipulated your artwork. For best results we suggest that you send us a color proof of your design suitable for color reference. All spot colors will be printed using CMYK equivalents. On line approval of proofs is subject to our Online Proofing Terms and Conditions located at www.formetco.com/printncreative.html.

If your job is color critical, you must approve a hard copy or substrate proof before we print your order. Our hard copy proofs are printed in 4-color, are within 10% accuracy for color, and will be sent to you via FedEx overnight. If your job is not color critical, we can e-mail your proof to you.

Delay in proof approval will delay the delivery date. Quoted turnaround times start from the time of our receipt of your proof approval. We print the proof that you have approved.