



How To Prepare Checklist

Please make sure that you comply with all of the requirements for each file type below. It is very important that you **double** and **triple** check your files before submitting your order. If your files contain any errors and we do not catch them, **you will be responsible for payment.**

For TIFF and Photoshop files

- Bleed is at least 1/8th of an inch
- File is at least 300 dpi
- File is in CMYK
- Crop marks are provided
- File size is correct

For Illustrator, InDesign, Corel and EPS files

- All fonts and text is created to outlines (curves)
- Bleed is at least 1/8th of an inch
- File is at least 300 dpi
- File is in CMYK (ALL images in the file)
- Crop marks are provided
- File size is correct
- NOTHING IS IN OVERPRINT**

For QuarkXpress files

- Bleed is at least 1/8th of an inch
- File/links are at least 300 dpi
- File/links are all in CMYK
- Crop marks are provided
- File size is correct
- Fonts are included
- All images and links are included
- Hard copy is provided (either PDF or via fax)
- NOTHING IS IN OVERPRINT**