

Artwork File Submission Guidelines

Professional Print & Design Instruction Manual

This guide outlines professional artwork preparation standards to ensure high-quality printing results, accurate colors, and efficient production workflow for table covers, trade show graphics, and large format prints.



1. Accepted File Formats

- Vector Files (Preferred): Print-ready PDF, AI, EPS.
- Raster Files: PSD, High-resolution JPG or PNG.
- Minimum Resolution: 300 DPI at final print size.

2. General Artwork Requirements

- Color Mode must be CMYK for accurate printing.
- Outline all fonts to prevent missing text.
- Include 0.125" bleed and safe margins.
- Embed all images or include Links folder.

3. Advanced Production Specifications

- Use Rich Black (C60 M40 Y40 K100) for deep black areas.
- Flatten transparencies before exporting final artwork.

4. Large Format & Specialized Printing

- Submit artwork at full scale or proportional size (1:10).
- Vector graphics recommended for logos and icons.
- Place die-lines on separate labeled layer.

customize.



5. File Submission & Delivery

- Naming format: Client_Project_Date_v1.pdf
- Email files under 25MB.
- Use WeTransfer or Google Drive for large artwork.

6. Final Proofing & Liability

- Clients must check spelling, numbers, and dates before submission.
- We are not responsible for low-resolution files under 300 DPI.

