

# ARTWORK SUBMISSION CHECK LIST

## Common Problems with Artwork Supplied

- Fonts are missing.
- Type modified using the style palette (i.e. bold or italic) rather than using the appropriate typeface from font list.
- Graphics are missing or low resolution.
- Artwork color is supplied in RGB and not CMYK.
- Line art (logos) saved in 300 dpi grayscale format, rather than 1200 dpi bitmap format.
- Graphic does not meet the 1/8" bleed requirements.
- Embedded graphics from vector files not supplied.
- Supplying only the final Photoshop EPS file instead of also including the original layered Photoshop file.

## Accepted Software

We accept all versions in Windows or Mac of the following programs:

- Adobe Illustrator CS
- Adobe Illustrator
- Adobe InDesign CS
- Adobe InDesign
- Adobe Photoshop CS
- Adobe Photoshop
- Adobe PageMaker

**We cannot accept other software files, including Microsoft Word, Microsoft Publisher, and Microsoft Powerpoint.**

## Production Specifications and Proof

- Carefully check spelling, layout, and specifications. The proof indicates the exact spelling and location of copy, magnetic stripes, hole punching, sequential numbering, signature panels, and or other options to your card.
- Exact PMS matches cannot be guaranteed. Every effort will be made to match a PMS color; certain ink colors, or overprinting of inks may cause variance.
- Any changes or alterations in your design or copy will require a new proof and will also affect your ship date. Your ship date is estimated after you approve of your final artwork.
- Let your Representative know specifically what you want to see printed – front, back, or both