FILE PREPARATION CHECKLIST

Color

❏ Correct Colors (4 color, PMS, Black / One side, double side)

❏ Black Text (if text is intended to be black, please use 100% black and not 4 color)

❏ Solid black bar/boxes (if you would like an item to be solid black, please use rich black in this case.
C: 60% M: 40% Y: 40% K: 100%)

Size

❏ Finished size is as intended

❏ Bleeds (color, images, etc. extend 1/8" past the finished size and will be trimmed off)

❏ Safe Zones / Margins (text and other items not intended to bleed should be within 1/4" from the edges)

❏ Folds / Perf / Die Cuts (no text, images etc. are on a fold, perf or die cut that should not be.
Layout reflects a fold, perf and/or die cut. We will gladly supply a template if you request)

Mailing

❏ Mailing Panel (Size: 4" wide X 2.5" height, plain white space. Location based on size of piece)

❏ Permit / Indicia (please indicate if you would like to use ours)

❏ Return Address

Other

❏ High Resolution (images and logos should be 300 dpi or higher)

❏ Union Bug (please indicate if you do or do not require a union bug and location you desire)

❏ Disclaimer (legal contribution restrictions, paid for by, raffle license #, etc.)

❏ We recommend saving as a .PDF file with bleeds *(no crop or printer marks)* and all text converted/
embedded to outlines. You may also send the file in the following types: ai, psd, jpg, tiff, and eps.
If you send an Adobe InDesign or Illustrator file, please package to include all fonts and links used.
Compress / zip the folder before sending.

Please note that if changes are required for provided artwork, additional composition charges will apply.