

FILE SUBMISSION GUIDELINES

To ensure the highest quality print results, please follow these guidelines when preparing your files for submission.



1. ACCEPTED FILE FORMATS:

WE ACCEPT THE FOLLOWING FILE TYPES:

- ✓ PDF (Preferred) – High-resolution, print-ready
- ✓ TIFF – High-quality images with no compression
- ✓ EPS – Vector files with outlined fonts
- ✓ AI (Adobe Illustrator) – All fonts converted to outlines
- ✓ PSD (Adobe Photoshop) – Layers flattened if possible
- ✓ JPEG / PNG – Only for non-vector, high-resolution images

✘ *We do not accept Microsoft Word, PowerPoint, or Publisher files for printing. Please export as a print-ready PDF before submitting.*



2. RESOLUTION & IMAGE QUALITY:

- ◆ Minimum resolution: 300 DPI (dots per inch)
- ◆ Avoid using low-resolution web images (72 DPI), as they will appear pixelated.
- ◆ Do not upscale low-resolution images—this does not improve print quality.



3. COLOR MODE:

- 🎨 Use CMYK color mode for best printing accuracy.
- 🎨 RGB files will be converted to CMYK, which may result in slight color shifts.
- 🎨 Spot colors (Pantone) should be specified if needed for branding consistency.



4. Bleeds, Margins & Safe Zones:

- ◆ Bleed Area: Add 0.125" (1/8 inch) on all sides if your design extends to the edge.
- ◆ Trim Size: Ensure the document size matches the final print size.
- ◆ Safe Zone: Keep text and important elements at least 0.25" away from the edges to prevent cutting errors.

✦ *Example: A standard 8.5" x 11" flyer with bleeds should be set up as 8.75" x 11.25"*



5. FONTS & TEXT

- ◆ **Convert all text to outlines (vector files)** to avoid font substitutions.
- ◆ Embed fonts in PDFs to ensure consistency.
- ◆ Keep text at least 6 pt for readability.



6. PROOFING & APPROVAL

- ◆ **Convert all text to outlines (vector files)** to avoid font substitutions.
- ◆ Embed fonts in PDFs to ensure consistency.
- ◆ Keep text at least 6 pt for readability.



7. UPLOAD YOUR FILES

By following these guidelines, you help us ensure a smooth & efficient printing process with exceptional results.

[Upload Files](#)

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