



HOW TO SEND US ARTWORK

- **Our file format of choice is a generic eps** file (vector line art) that can be opened and resized at any size and resolution we require.
- JPG's and GIF's can be only used for viewing. These files are usually lower resolution and will not reproduce well. We need a higher resolution like a .tif or .psd. These files should be sent at a minimum resolution of 300 dpi, with 600 dpi suggested, at actual size.
- Accepted files types: Windows preferred. Some Macintosh based PC file formats will work.
- Adobe Illustrator (MAC/WindowsPC) – All text must be converted to outlines to prevent the need for us to have your exact font. Or we may ask you to include the font.
- CorelDraw files may be used. All type or text must be converted to outlines. The file must be saved as an ADOBE ILLUSTRATOR FILE type, which is an option when you hit save.
- Adobe Photoshop (MAC/WindowsPC) – Black and white outlines. Resolution should be 300+ dpi. Image type should be BMP (bitmap).
- Remember these are the best ways of sending us artwork to reduce the amount of time it takes the graphic artist to get your artwork cut ready. This is what will determine the setup charge. If for some reason you can't get the artwork to us in one of these formats, we can work out other options. If you have any questions at all about artwork requirements just call or email us.
- Please include the approximate artwork production dimensions for the front and back. Dimensions may reduce if printing on adults sizes S or M. Youth sizes reduce maximum dimensions further.

TERMS AND CONDITIONS

- Production will not begin until all artwork is received according to specifications with signed approval by the client.
- Production time is based on working days and does not include weekends, holidays or shipping time. Production time is 2 to 3 weeks or longer depending on schedule.
- Setup charges apply on initial orders only. Setup charges cannot be assessed until artwork is received with a minimum of \$40.
- Shipping and applicable taxes are extra.
- A 50% deposit is required upon placement of order with the balance due before any product is released.

*Please note our products are not mass-produced. They are each individually hand made to your specifications. Pricing is calculated according to your logo's complexity and dimensions and as each logo is unique, so is each job.