



Digital File Submission Guidelines

While the current retail versions of graphics programs do not directly address the needs of custom screen-printing, it becomes necessary for our team to manipulate each file individually to coincide with our printing specifications. Please look over these guidelines carefully and call our office immediately if you are not sure about a specific issue.

- I. For all submitted files, please provide a paper proof or jpeg. Image Network, LLC (IN) is not responsible for errors when paper proofs are not provided.
- II. Please present images to the size you wish them to be printed. A low resolution image cannot become a high resolution image by resizing.
- III. Please convert all colors to coated PMS numbers (Pantone Matching System)
- IV. Corel and Illustrator files must be created in a vector art program. Please do not place a jpeg or bitmap in these programs as they will require additional design/art fees.
- V. All fonts must be converted to curves or outlines.
- VI. Design time to recreate art is billed @ \$85 for the first hour and \$30 for each additional half hour (30 minutes) thereafter.

Acceptable File Types:

EPS - Vector <Preferred>

CDR Version 11 or lower
AI Version 10 or lower

TIFF (300+ dpi)
BMP (300+ dpi)

Unacceptable File Types:

Word
Publisher
Internet Files

PageMaker
Acrobat