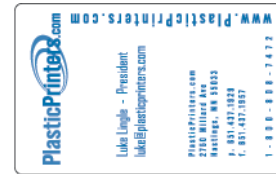


PAPER ENVELOPE



⊗ 3.75

.125" Bleed Area



One Color



Two Color



Three Color



Four Color

Setting Up Your Artwork

File Formats: .eps, .ai, .tif, .jpg, .bmp, .indd, .qxd, .pdf, .png, Pagemaker

✦ Bleeds - If you want your image to extend to the edge of the card, a bleed of no less than 1/8" should be used.

⊗ Document Size - Our standard card size is 3.375" X 2.125". For other products, (such as Key Tag and Rolodex cards), see the individual template pages for exact measurements.

150 Line Screen - We recommend that you send artwork at 300 DPI for most jobs, or 1200 DPI for line art.

Including Fonts and Images

Fonts - Include all printer and screen fonts used to create your artwork. If you're positive that we won't have to make any changes to your file, you can convert all type to curves / outlines.

Linked Graphics - Be sure to include all of your placed / imported images when you send your artwork. Missing graphics and fonts cause your job to be delayed.

Alterations on client provided artwork will be charged at our standard graphic rate.