

ART SPECIFICATIONS If you are designing...

- File is to size with 2" bleed (at full size) added to any applicable sides. Margins are at least 1.25" and graphics or text do not lie in margin area.
- Colors are in CMYK format or Pantones® have been specified using PMS solid coated library - Pantone Matching System®. We will match any Pantones® indicated as closely as possible.
- Convert all text to outlines. If unable to outline fonts, compress and save with file.
- All image files are a minimum of 56 dpi, with a maximum of 100 dpi at full size. Please include all pertinent files.
- Link, rather than embed files (placed art) and include hi-res images in one of the formats listed. We cannot color-correct embedded files.
- Please do not setup elements to overprint. This feature distorts colors particularly in digital prints.
- Please provide logos in vector format whenever possible. This will ensure optimum print quality and more accurate color matching.

PREFERRED ART FILE FORMATS

Adobe Illustrator CS5 - .AI or .EPS files

Adobe Photoshop CS5 - .PSD, .TIF, .JPG or .EPS files

ALTERNATE ART FILE FORMATS*

Adobe InDesign CS5 as separate pages with all fonts outlined exported as .PDF files.

Due to incompatibility issues we can no longer accept Corel Draw files. Please export as a .EPS or .PDF.

* Using alternate art file formats may result in additional art preparation charges and or delays to your project.

TEMPLATES & INSTRUCTIONS FOR OUR PRODUCTS ARE ALSO AVAILABLE ON THE WEBSITE

ADDITIONAL HELP

RESOLUTION - SCALING AND PROPORTION FOR PHOTO BASED FILES:

Consider creating files at a smaller size than your final art. Make sure it is in proportion and will scale correctly. For example, if final art size is 6'H x 12' W (72"H x 144"W), file created at quarter size would be 18"H x 36"W. If the intended final resolution is 75 ppi, then resolution needs to be 300 at quarter size.

HOW TO GET YOUR FILES TO US

E-MAIL:

Send your art files via e-mail to art@brandsolutions.com. When sending your art files electronically please stuff (or zip) files to prevent file from becoming corrupt.

brandsolutionsonline.com FTP:

Before uploading your files, please use either WINZIP or STUFFIT to compress your art. Click on the FTP area of the navigation at the top of the page, enter username and password provided to you in a confirmation email, upload files as a .ZIP or .SIT archive.

To use Fetch, Enter **Host Address:** ftp.brandsolutionsonline.com **User Name:** bsodropbox@brandsolutionsonline.com (case sensitive) >

Password: (will be provided upon confirmation of order).

HOW TO ORDER

1 PLACE YOUR ORDER

Go to brandsolutionsonline.com, select which product you want to purchase and download a template from our product instructions and graphic templates page. For assistance with templates, call 877-775-0276.

2 SUBMIT YOUR FILES

Upon receipt of your order, a confirmation email has been sent to you directing you to our upload your files using our FTP page.

3 APPROVE PROOFS

Once you submit your files, you will be sent a proof to review your art/order. With submissions of art to spec, you should receive a proof within 12 business hours of placing your order.

4 COMPLETING YOUR ORDER

Review order information and confirm your shipping to ensure delivery on time. A tracking number will be emailed to you with confirmation of your order.

RETURNS AND REFUNDS: Please visit our website for complete policy on returns and refunds

PRICING: Prices are subject to change for the current pricing. Please visit www.brandsolutionsonline.com

CONTACTING US: Our office hours are M-F 8 AM to 5 PM Mountain Standard Time. If we are not available, please leave a detailed message or email us and we will get back with you upon receipt of your message.