



FILE FORMATS ACCEPTED BY CREATIVE SERVICES

**PREFERRED: MAC platform - QuarkXPress Collects (Maximum Version: 6.52)
InDesign Packages (Maximum Version: CS3)**

FOR CONVERSION ONLY:

Microsoft Word
Microsoft Excel

FILE SUFFIX:

.DOC
.XLS

••• HARD COPY MUST BE INCLUDED WITH E-MAIL OR CD •••

No text files can be accepted with EMBEDDED GRAPHICS unless artwork, graphs, etc. are supplied separately along with the text file(s) as per the following:

ARTWORK/LOGO:

Customer must provide color information, such as Pantone PMS numbers.

Adobe Illustrator-VERSION CS3
Adobe Photoshop-VERSION CS3

FILE SUFFIX:

.EPS
.TIF

(Original Resolution of at least 300 dpi.)

****NOTE: Always request an illustrator eps file WITH OUTLINES if the logo has more than 1 color**

EXPLANATION—Photoshop tiffs will NOT color separate; Illustrator EPS files WILL. Also, if 2 colors touch anywhere, trapping could be an issue on press.)

- Word Documents are NOT acceptable for Logos
- PDFs, Gifs, Bmps, Picts are NOT acceptable for Logos

Signatures

TIF

(Original Resolution of at least 300 dpi)

- Faxed signatures are NOT guaranteed to print with good quality
- Signatures will NOT be accepted that are signed on a line

PHOTOS:

FILE SUFFIX:

.PSD, .TIF, .EPS & JPG

(Original Resolution of at least 300 dpi)

Customer needs to supply original art files created in the above accepted formats OR provide actual photograph(s) no larger than 8" x 10" in size.

RECREATION OF ARTWORK WILL RESULT IN ADDITIONAL CHARGES.

CAMERA-READY:

HARD COPY (with no text or layout changes)
PDFs

.GIF, BMP and .PICT Files are NOT acceptable formats due to their low resolution

Please note: These requirements will have to be updated as changing technology dictates.