



### IMPORTANT

- Place your artwork in a layer separate from the template layer
- Minimum font size 6 is recommended. Outline all fonts.
- Provide 3mm bleeds.
- Text and important graphics should be placed at least 3mm away from edge.
- Double check artwork before sending. A first proof {via email or hardcopy if you visit our office} will be provided free of charge. Subsequent artwork changes will incur extra prepress charges {\$20 per round of pdf proof}.

### Accepted File Formats

- PC based ai/eps/pdf/psd {up to version **CS2**}
- tiff/jpg/bmp at 300 dpi **{please DELETE TEMPLATE before saving file}**
- Please upload all artwork files to our dropbox:  
<https://dropbox.yousendit.com/Progress>
- Please DO NOT email artwork files.