



REQUIREMENTS

STRAIGHT*Away*

Printing Art Requirements (on right) apply, with the following additional requirements.

Art should be submitted as CMYK (four-color process) and to the actual size of the product.

Any logos and type should be submitted in vector format with all fonts converted to outline.

If a logo or type must be in raster format, it needs to be 900-1200 dpi at the actual printed size and the color mode needs to be solid (bitmap).

Any photo images should be at least 300 dpi at the actual printed size.

Any type, logo, or non-bleeding photo should be at least one-half inch (1/2") away from the final trim size of the product.

Acceptable file formats include .ai, .ps, .eps, .psd, .tif, and .pdf.

Unacceptable file formats include: .doc, .xls, .png, and .gif

Email: straightaway@sungraphix.com

PRINTING *Design* *Look*

File Formats:

PDF files must be at "Press Quality" or "High Quality Print" setting with all fonts embedded or converted to outlines.

Acceptable file formats include .ai, .ps, .eps, .psd, .tif, and .pdf.

All images should be at a resolution of at least 300 dpi at actual print size.

Packaged files from InDesign® or Quark™ may also be accepted, but must contain fonts and images.

Fonts:

All fonts should be converted to outlines, embedded, or submitted with the artwork.

All fonts that are not converted to outlines, embedded, or submitted will be replaced with fonts from our in-stock library.

If file alteration is necessary, all fonts must be submitted with the artwork.



*May incur extra charge for exact PMS match.



STAMPING

(Foil decorating or embossing)

File Formats:

Vector art created in Adobe® Illustrator® (.ai, .pdf, .eps) is preferred. All elements of the artwork should be solid black.

Raster (.psd, .tiff) artwork may be accepted if it has a resolution of at least 900-1200 dpi at actual stamping size and must be solid black.

Fonts:

All fonts should be converted to outlines, embedded, or submitted with the artwork.

All fonts that are not converted to outlines, embedded, or submitted will be replaced with fonts from our in-stock library.

Fonts should be sans serif for best quality and at least 12 point.

If file alteration is necessary, all fonts must be submitted with the artwork.



File Format Quick Reference

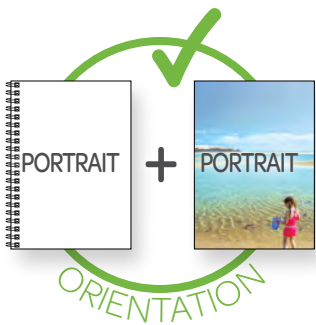
AI & PSD	EPS & PDF
Fully Editable*	Scalable Print (CMYK)

*Fonts must be included with artwork. Editable unless flattened.



Best Printing Practices:

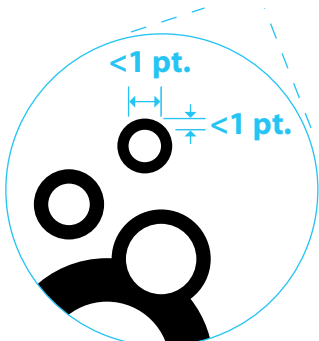
Colors may be CMYK or PMS; however, extra charges may be incurred for an exact PMS match. Artwork must be in the correct orientation (landscape or portrait) to fit the product. Artwork must be sized to fit the allowable imprint area (plus bleed) of the product. Templates are available.



Best Stamping Practices:

To ensure high-quality reproduction, all artwork elements (lines, shapes) must be at least 1 point (1/64") in width. Spaces between elements must be at least 1 point in width. However, when combining large, solid shapes with thin lines or spaces, line weights and spaces should be increased. Artwork must be sized to fit the allowable imprint area of the product. Templates are available on request.

studio



Do not send images from web pages.
 Do not send images in RGB color space.
 Do not send scanned text or images.
 Do not send transparencies, photocopies, facsimiles, telephone book ads, magazine pages, business cards, or printed stationery.
 Do not send placed images within MS Office® applications (Word®, Excel®, or PowerPoint®).
 Unacceptable file formats include low resolution .jpg and .png, and .gif, .doc, .ppt, and .xls.
Note: Production order will be delayed until acceptable art is received. SunGraphix is not responsible for any changes or requests sent to our ART email address.



SUBMISSION

SUBMISSION

Art must be submitted electronically. When sending files you must include the following:

- Purchase Order Number
- Company Name
- Contact Information
- Phone Number

Email: Art smaller than 10 MB must be emailed to art@SunGraphix.com (no other correspondence will be accepted at this address).

FTP: Call for FTP upload information for files over 10 MB. We do not accept art on portable media (CD or DVD). Our production studio is a MAC environment but can handle most PC files. We are not responsible for troubleshooting files. If we experience problems with your file we will contact you as soon as possible.



ART CHARGES

\$65.00 (G) per hour. If your art needs to be modified it will delay your order and will incur additional art charges. Scanned pages or other unacceptable artwork will incur art charges for clean up AND may not result in a good-quality finished product. If multicolor digital art is submitted for single-color imprints, a conversion to single-color art will delay your order and will incur art charges.

TIF

High-Quality Print (CMYK)

JPG & GIF

Screen / Web (RGB)