

Digital Printing Order Form

Accepted Media Formats:

We accept CD, DVD, and Flash Drive media for large files. If you decide to send your files to us electronically, please use a compression program such as Stuffit to archive all of your files into one compressed folder. Larger files can be uploaded to our FTP site please call for more info.

Required Files and Organization:

Include all fonts used in your document if applicable. Only use PostScript fonts and supply both screen and printer fonts. However, text should preferably be vector based and converted to outlines in Illustrator. Include a JPEG image of the way the final print should appear to insure accuracy of the final product. Any instructions for adjustment, retouching, editing, or manipulation can be included as a PDF, Word document, or as thumb nails on a second copy of the actual image.

Supported Applications/ Image Requirements:

The following is true for either MAC or PC based platforms.

Photoshop- Save the image as TIFF, PSD, or EPS (JPEG if nothing else is available) without any compression. At final size, image should be ¼ of the actual printed size at 300 DPI minimum (for a photo real image but can be far less depending on your application) and saved in CMYK color mode. Please note that faking resolution in Photoshop or other programs will result in very poor image quality and should be done sparingly. All images should be in CMYK color. For a true black within an image the color percentages should be C-40% M-40% Y-40% K-100%. This is however a rule of thumb and percentages can vary if there is a need for a warmer or cooler black.

Illustrator- Save as EPS or AI format. Convert all fonts and images to curves, outlines, or artwork. Always use CMYK color mode.

Size, Material, and Finishing: Please include file names and fill in all of the information below. Include the material of your choice for printing. We typically print on canvas, muslin, vinyl, and backlit vinyl "vinlit pro", but many other materials are offered. If you are unsure of the material you would prefer or the finishing options please give us a call and we can explain the different uses and benefits of the services that we offer.

Please note that a 50% non refundable deposit is required to start all printing jobs

Contact Name and Phone #: _____

Final printed size: _____

Material to be printed on: _____

Finishing of the edges: this can include grommets, hem, pockets, etc.

Top: _____

Bottom: _____

Left: _____

Right: _____

Additional Information: _____
