

General Information

REQUIREMENTS FOR ARTWORK SUBMISSION:

1. Acceptable file formats are InDesign, QuarkXPress, Illustrator (.ai or .eps), PhotoShop, and PDF and must not be separated.
2. PDF files may be supplied, but, because we cannot change them in any way, must be completely ready for our use. When possible, please provide native files, fonts, and linked pictures.
3. All images and graphics placed or linked in the artwork must be sent. Color or grayscale images must be at least 300 dpi at final size. Line art or black and white images must be at least 1200 dpi at final size.
4. The document size must be the flat (unfolded) size of the folder to be ordered. All panels (front cover, back cover, etc.), pockets, flaps, etc. must be the correct size and must include any bleeds. Folder specifications and [downloadable templates](#) are available.
5. A color proof must be sent with the folder order for all color jobs. A grayscale proof with clearly marked color breaks is also acceptable.
6. Multicolor artwork which uses any combination of inks, spot varnishes, spot UV coatings, foils, and embossing must be built to output correctly as spot colors.

PROOFS: Based upon the ink colors and operations being used on your job, we recommend different kinds of proofs. Shown below are the descriptions and costs for each type.

If you meet all of the requirements listed above in "**Requirements for Artwork Submission**", a proof is not mandatory, but is recommended to ensure your complete satisfaction with the finished product.

If you do not meet all of the requirements, a FileSource representative will contact you to review what charges will apply for a mandatory proof. Additional pre-press charges may also apply depending on the complexity of the work needed to correct the files.

Recommended for 1, 2 or 3 Colors, or Foil or Embossing

SpinJet proofs Cost: (Consult your representative for cost.)

A SpinJet proof is a low-cost proof that is **NOT Color Accurate**. They are intended to give only a general idea of the colors. You should reference a Pantone® Formula Guide or a foil chart to verify proper colors. **SpinJets are an accurate proof for margins, trimming and construction of your job.**

Recommended for 4-Color Process

Epson proofs Cost: (Consult your representative for cost.)

Epson proofs are **extremely color accurate for 4-color process jobs as they will print on white coated stock**. They are not 100% accurate for all Pantone® colors or Duotones. Please verify any Pantone® colors with a Pantone® Formula Guide. If you are printing on UNCOATED or COLORED papers, the colors of ink will appear less bright and somewhat darker than the proof.

Epson proofs are recommended over Emailed PDF proofs: In order to properly view a PDF proof, you must be using Adobe Acrobat 7 Professional, Adobe Acrobat 8 Standard, or Adobe Reader 8. To obtain one of these products go to www.adobe.com. Although PDF proofs are fast and convenient, they cannot give you an accurate preview of how your colors will print. Differences in color settings on computer monitors and calibrations on printers make PDF proofs unreliable for color matching. **If your job has subject matter containing skin tones or colors needing accurate color matching, we strongly recommend an Epson proof.** If you opt to receive only a PDF proof, you may be asked to sign a waiver for color accuracy.

SOLID BLACKS: Large areas of solid black on 4-color process jobs should be 100% Black, 50% Cyan, 40% Magenta, 40% Yellow.

HEAVY INK COVERAGE: Large areas of solid or screened ink/s that have large amount of ink require an extra charge. In addition, aqueous coating or lamination for sheet protection will also require an extra charge. Call for pricing.

AQUEOUS COATING or VARNISH: These coatings are available in a gloss or matte/dull finish, and are a clear protective coating on top of the ink(s) that provides some protection against smearing and scuffing.

UV COATING: This coating is only available in a gloss finish that is much shinier than gloss varnish. UV Coating provides protection against smearing and scuffing, but tends to show fingerprints on dark colors.

LAMINATION: This material is available in gloss or matte/dull finish and is a layer of plastic on top of the printed sheet that provides the best protection.

PRODUCTION TIME: Standard orders will ship 5 to 7 working days after we receive approved artwork. Allow extra time for proofs, custom stock, custom dies, hand gluing, and heavy ink coverage jobs.

CHANGES OR CANCELLATIONS: Changes to orders in process may require additional charges and/or time. Cancellations after an order is in process will require payment for actual work performed.

RUSH ORDERS : We welcome rush orders! Please call customer service for production schedule based on the complexity of your order.

OVERRUN/UNDERRUNS: Standard Trade Practice of 10% over or under the quantity ordered will apply unless customer specifies exact quantity. You will be billed for the actual quantity shipped.