



Artwork Guidelines

800-583-3515

- Artwork:**
- 1) All artwork must be submitted as PDF's only.
 - 2) 300 DPI minimum at 100% size of grayscale and CMYK files / images.
 - 3) Please do not use any images that were derived from the internet or web, these types of images create unexpected results.
 - 4) For spot color printing please create artwork in the actual spot color.
 - 5) Please submit spot color files as vector based PDF's.
 - 6) Convert all fonts used to paths or outlines.

- Upload instruction:**
- 1) Go to <http://www.yousendit.com>
 - 2) Click on the "Login" button located at the top right of the website.
 - 3) Fill in the following information:
Email: *art@ctaprintingcoop.com*
Password: *customer*
 - 4) Click "Login"
 - 5) Fill in the following information:
To: *art@ctaprintingcoop.com*
Subject: *Enter your company name*
Enter message: *Enter your contact information*
Select a file: Click on the "Browse" button, locate the file that you want to upload and click "Open".
 - 6) Click on "Send It". Once the process is complete the page will reload and a message will present "Success!".
 - 7) Click on the "Logout" button located at the top right of the website.

- Other Specifications:**
- 1) Your order may be subject to plus or minus 10% under or over runs.
 - 2) If artwork changes apply, a one time charge may occur at a rate of \$100.00 per hour.
 - 3) Final price subject to change upon review of order submitted.
 - 4) Freight F.O.B. origin.
 - 5) All applicable sales tax will apply.
 - 6) We reserve the right to hold your order if you exceed our terms.

CTA Printing Co-op

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Questions: 800.583.3515 • www.ctaprintingcoop.com

MEMBER OF:

