
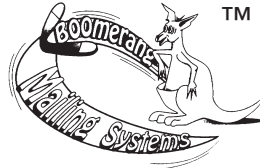
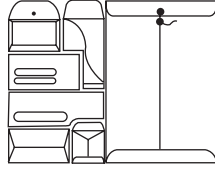


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Pre-press Department Software and Requirements

ACCEPTABLE FORMATS:

Note, though we may accept files in a variety of different formats, we require artwork submitted in an EPS or PDF format with all text converted to vector outlines. If you supply art in any other format you will be charged a minimum composition charge:

EPS or PDF generated from Adobe Illustrator CS2 or earlier (Mac OS platform): Convert text to outlines. Either native .ai or .eps is acceptable up to version CS2.

The following formats will incur a minimum composition charge:

Quark Xpress 6.0/InDesign CS2 (Mac OS platform): Please include fonts and images used.

Adobe Photoshop CS2 or earlier (Mac OS platform): .PSD, BITMAP, .tiff, .eps, .pdf, .jpeg. If there are text layers, convert text layers to vector outlines.

Send files via:

CD/DVD (include hard copy of contents in package) to address below, attention pre-press or **e-mail attachments** to art@sheppardenvelope.com. We do not accept any other removable media except for compact disks and DVDs. PLEASE DO NOT SUBMIT SALES ORDERS TO art@sheppardenvelope.com. This address is for artwork only.

When art is e-mailed, please fax a hard copy and color separations to us at 1.508.754.3108, attention pre-press dept.. - Include a hard copy of your purchase order, attention sales dept.

Additional costs will be incurred if your art requires human intervention to make it fit, or work in the way you had intended it to. Art or copy that must be re-worked comes under the same heading as author's alterations, and changes are charged @\$50 per hour, with a \$50 minimum. If you are using an outside design studio, include yourself as an additional e-mail recipient of the art and carefully proof read it. Make and keep us knowledgeable about the **job by faxing us the copy that's on a disc, or is being e-mailed.**

Any questions or concerns, no matter how seemingly small, please contact us.



Resolution requirements for:

Bitmap—1200 dpi for rasterized line art

tiff—300 dpi for grayscale

jpeg—300 dpi, line art or grayscale

pdf—see below

PDFs: Black and white line art and text only. No image halftones or gradations (unless gradation is within a vector path, not rasterized). When distilling, do not downsample below the following:

color/grayscale bitmap images: 300 dpi

monochrome bitmap images: 1200 dpi

Craig Weinreich
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Form revised 102907
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