



# Guide to Supplying Artwork

PLEASE READ CAREFULLY

Following these guidelines will ensure the best quality print and improved production times. Before submitting your files, please make sure that your work is thoroughly reviewed and all set correctly.

## File Formats Accepted

Files should be in layers -Pantone Coated PMS spot colors for reference, fonts converted to outlines or you will need to supply the fonts used for editing, with all external links not embedded (but supplied within the file folder). Please compress large files using WinZip (\*.zip) or Stuffit (\*.sit) before sending.

Photoshop (\*.psd, \*.psb, \*.eps, \*.tif, \*.jpg)

Illustrator (\*.ai/\*.eps/\*.pdf)

Indesign (\*.ind, \*.eps, \*.pdf)

Quark Express (\*.qxd, \*.qxp)

Please include a hard copy of your artwork for reference with any detailed instructions.

\*Note: PDF files typically cannot be edited. If you are sending a .pdf make sure it is your final design – ready to print.

## Other File Formats

Any other file formats not listed above must be saved as (\*.eps). Make sure your files have bleed and crop marks. Supply the final size of the artwork and supply a hard copy for reference.

## Pictures / Images

Pictures should be scanned at a high resolution and at the size you intend using them or bigger- never smaller. The quality of the finished result will be limited by the resolution of the images. Images downloaded from the internet are not an acceptable resolution for print.

## Getting The Files To Us

For Uploading Large Files: <http://ftp.color-reflections.com:8080/>

Username: colorph Password: color Note: You can only upload files through traditional browsers.

\*Please email or call your salesperson / CSR with the filename once it is uploaded.

**or**

CD/DVD's or USB drives can be sent to us through: (USPS / UPS / FedEx)

Color Reflections, Inc.  
400 Green Street  
Philadelphia, PA 19123  
Attn: *Your Salesperson / CSR*