COLOR KEY:
- Safe Zone - If your art or text passes the green line, it may get clipped off.
- Trim Line - If your art passes the blue line, it should also extend to the magenta line.
- For Placement Only (FPO)

Front Back

COMMON PROBLEMS WITH ARTWORK:
- Fonts are not sufficed.
- Type has been modified using the style palette (i.e. bold or italic) rather than using the appropriate typefaces from font list.
- Graphics are low resolutions; raster graphics should be at least 300dpi.
- Graphics are missing; not embedded or not supplied with artwork.
- Artwork color is supplied in RGB and not CMYK.
- Graphic does not meet the 1/8" bleed requirements.
- Suppling only the final Photoshop file instead of also including the original layered Photoshop file.

PRODUCTION SPECIFICATIONS AND PROOFS:
- Carefully check spelling, layout, and specifications. The proof indicates the exact spelling and location of cop, magnetic strips, hole punching, sequential numbering, signature panels, and/or other options to your art.
- Any text or art that is getting extra options such as foil stamping, crystal raised ink, etc. must be in vector format.
- Every effort will be made to match a PMS color. However, there may be a slight variation in color due to overprinting and/or the application of certain print options.
- Any changes or alterations in your design or copy will require a new proof and will also affect your ship date. Your ship date is estimated after you approve of your final artwork.

ACCEPTED SOFTWARE:
- We accept artwork from the following programs:
  - Adobe Illustrator CS
  - Adobe Photoshop CS
  - Adobe InDesign CS
  - Adobe PDF - High Resolution

We cannot accept other software files, including Microsoft Word, Microsoft Publisher, and Microsoft PowerPoint.

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