



To ensure that your project is completed correctly, on time, and within budget, we are providing you with basic guidelines for file submission. Please consider this information as important and crucial for the proper output of your files.

What to send:

CMYK High-Resolution Press-Quality PDF

- 1/8" Bleeds at 1:1 Scale
- At the exterior of the 1/8" Bleed, add a 1 point c60m40y40k100 stroke for alignment purposes.
- RGB files are not accepted

Vector Based Native File

- Adobe Illustrator .ai or .eps files ONLY
(No Adobe Photoshop files accepted)
- Any fonts used need to be converted to outlines or curves.
- All graphic support files should be linked and updated.

Where to send your files:

Email files to **john@penway.com**

Color Matching: An extra charge of \$285 will be applied for up to three rounds of Color Approval.

Files containing photos over-enhanced in Photoshop is not advised. For example, photos with adjusted Saturation, Hue or Value levels cause the photos to turn out poorly.

