



# Artwork Submission Guidelines

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## FILE SET-UP GUIDELINES

- Build files at full size (1:1 scale), at 300 dpi, **INCLUDE 1/8” bleed.**
- Acceptable file types include PDF, AI, PSD, EPS, JPEG AND TIF.
- Make all cut paths ( C100%, M0%, Y100%, Black 0% ). **Label the path CutContour.**
- Make all Perf Score paths ( C0%, M100%, Y0%, Black 0% ). **Label the path Perf Score Line.**
- **Where possible, supply layered editable (native) files so that we can adjust color and content for output.** Package all source files, fonts, links, and placed images to ensure the best quality.
- Include specific Pantone PMS colors for color matching. If using corporate color names (i.e. Excelsus Blue), a Pantone equivalent (i.e. PMS 295) must be provided for color matching purposes.
- Include a low-res PDF for reference.
- Please check all files in **Overprint Preview.**

## FILE PREP CHECKLIST

- Build files at full size (1:1 scale) with 0.125” bleed.
- Include specific Pantone PMS colors for color matching.
- Save print ready PDF files in the “High-Quality” settings. Make sure “Use Document Bleed Settings” is checked and “All Printer’s Marks” is unchecked.
- Image resolution needs to be a minimum of 300dpi at full size.
- Where possible, supply layered editable (native) files so that we can adjust color and content for output.** Package files to include all linked graphics and fonts.
- Include a low-res PDF of submitted files for reference.
- Please check all files in **Overprint Preview** prior to sending artwork.
- Upload files to the Excelsus Solutions website: <https://www.excelsussolutions.com/file-upload>