



Plastic Card Solutions
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Specifications for Submitting Your Artwork

Please adhere to the following specifications when submitting your artwork files. Deviation from these instructions may delay your order and/or incur additional art charges. Files may be submitted via *email*, *CD* or *FTP site*. Artwork submitted as flat art or film will incur additional charges for digital conversion.

Preparing Artwork Files

- We accept files generated by QuarkXpress and Adobe products including Illustrator, Photoshop, InDesign and Acrobat.
- All artwork should be complete and sized to fit the area to be printed.
- Files with linked images must include all the linked files and should be completely assembled and ready for output.
- For artwork with bleed, allow for 1/8" of bleed on all sides using crop marks for copy placement.
- For artwork without bleed, allow for at least 1/8" margin from the edge (inside die-cut indicators).
- Save artwork at 300 dpi (at 100%) or higher resolution; save at 1,200 dpi for bitmap files.
- Convert all RGB images to CMYK.
- Spot colors should be designated as PMS (Pantone Matching System) coated colors. Do not mix process colors and spot colors in the same file, unless that is what you really want.
- Allow .5 (1/2) point trap.
- Screens should be 150 Lpi (lines per inch).
- Halftones should be scanned at 300 dpi.

Sending Artwork Files

- Options for sending files include: ship on a CD to our office in Naperville, email (smaller files) to your PCS contact, or use our FTP site (larger files). Contact PCS for the steps required to FTP your files.
- Contact a PCS representative prior to sending any files.
- Include a contact name and company name with all files sent so that they may be identified correctly.
- Send only the files necessary for output but be sure to include any images and graphics that are imported into your artwork files.
- Send all the fonts used to create the artwork. For bold and italicized fonts, use the actual font from the "Font" menu rather than using the "Style" application to create the font appearance.
- Mail/email/fax a hard copy proof that is generated using the same files you send to us. This provides us with a visual reference for your artwork.
- Always keep an exact duplicate of all files you send to us.

The following will not typically be charged for: installing fonts included with art work, final image output, comparison of film output to the original file, and quality control to meet printing requirements, including trapping.

The following will be charged at our normal hourly rate: additional time associated with jobs containing incomplete or missing elements, creating additional proofs and re-proofing, scanning images not provided with your files, and making alterations to the original file.