

Banners, Signs & Tradeshow Graphics

The following are rules that apply to all banner, sign, and tradeshow files submitted to Image Graphics. These are items that we have found to be critical to the successful completion of your orders within our workflow.

- Always include complete **Written Instructions** including **File Names**, contact name, phone numbers, purchase order, how file is sent, ie... disk or via email or ftp site.
- Send **Hard Copies** with **PMS Callouts** or **Color Guides** with all orders. Without it, we are guessing at how a job should print. Process colors do not qualify as a color guide. If you are sending Photoshop images, they must be tagged files. You can fax us your Hard Copies at 631-254-0903.
- **Delete any extra Channels** from files.
- Include both the **Screen and Printer Fonts**, and/or convert fonts to **outlines** or **curves**. Be wary of programs that claim to “embed” fonts into the document...some are more effective at this than others.
- Our output prices are based on print ready files.
- Do not submit your only copy of any file. Accidents can happen.
- Make sure your **Name** is on all disks, artwork, color guides, etc..
- **Scans and Resolution:** For optimum quality, scans and bitmap images used in a layout must have a resolution of at least 100 dpi and up to 200 dpi at 100% of size at which they will be printed. Do not up-res low-res files. Please call your sales representative to find out the best resolution for your project. We also offer hi-resolution scanning services.
- All files for **Inkjet** devices should be set up **CMYK**.
- Any files taking longer than ½ hour to pre-flight or rip will be billed at an hourly rate of \$135 per hour.

Supported Software:

Illustrator, Photoshop, Corel Draw, In-Design, QuarkXpress, Flexisign

(We are always updating our software. If you're using a software package not listed, simply save or export to a supported format. Call for recent versions.)

Supported File Formats:

Eps, tif, pdf, jpg, psd (original program files are also acceptable. I.e., Illustrator/.ai file)