GUIDE FOR SUBMITTING A PRINTABLE DIGITAL FILE

PDF – PREFERRED FORMAT

Please be sure your PDF meets the following requirements:

- Images must be high resolution (300 dpi min. / lineart 600-1200 dpi)
- Bleeds must be built in (1/16" minimum)
- Colors must be spot or CMYK (not RGB)
- All fonts must be embedded

We have PDF editing capabilities however for extensive edits the native files will be required. When supplying a native file, please be sure to include all images, graphics & fonts. Please zip or stuff the collected files before sending.

ACCEPTABLE NATIVE FILE FORMATS:

Quark Xpress   **Adobe Pagemaker**
Adobe InDesign   **Microsoft Word**
Adobe Illustrator   **Microsoft Excel**
Adobe Photoshop

Please call us if your application is not listed. If no digital file is available, we can reset or scan your form based on a printed sample or mockup. This service is available for an additional fee.

FILE TRANSFER FORMATS

You can supply us with your digital files using:

Email: artwork@datatelcorp.com
FTP: Please contact us for login information
CD / DVD
USB Flash Drive
Memory Cards (SD, SDHC, SDXC)

We can also download the files from your preferred mail transfer web site or FTP site.

FILE CORRECTIONS

Whenever possible we will correct minor errors to ensure your artwork prints properly, however extensive corrections may be subject to additional fees. You will be contacted prior to making the corrections if additional work is required.