aci A S H E V I L L E
COLOR & IMAGING
DIGITAL PRINTING + CUSTOM GRAPHICS

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goaciprint.com

FILE STANDARD ARTWORK GUIDELINES

SUBMITTING ARTWORK:

Please submit print ready files to color@goaciprint.com (files up to 20mb)

You can submit larger files via our website www.goaciprint.com

PREFLIGHT/FILE PREPARATION:

We preflight all files before submitting them to production for any technical issues. If your artwork submission is not prepared as required, there will be a minimum charge of $27 (per 15 minutes) per file for any file received that requires adjustment for output.

Set up charge will be applied for any file received other than print ready pdf or jpg files or for any design services requested. The artwork file will be sent back with explanation of problems before charges or changes would apply. This will also delay or change any turn around time stated.

ACCEPTABLE FILE FORMAT:

Illustrator CC or below - Files can be accepted as EPS, JPG, or PDF with fonts outlined. Linked images must be provided.

Photoshop CC or below - Files can be accepted as JPG or PDF with layers saved and fonts rasterized.

InDesign CC or below - Files can be accepted as PDF with fonts embedded.

INDESIGN NATIVE FILE FORMAT : If sending files in native format please be sure to include all linked images and art including fonts (provide MacIntosh True Type, Open Type). Any typographical preferences or plug-ins CANNOT BE USED, this can cause output irregularities and output cannot be guaranteed.

PREFERRED OUTPUT NEEDS TO BE IN PDF OR JPG FORMAT - Using the HIGH QUALITY print settings. Photoshop & Illustrator files are preferred, as they are more suitable applications for large format printing.

PLEASE NOTE THAT ILLUSTRATOR SPECIAL EFFECTS such as glows, transparencies, or drop shadows ARE NOT RECOMMENDED. These effects sometimes have unpredictable results when printing and are NOT GUARANTEED. Photoshop is preferred when using these special effects.

Files created in **WORD, PUBLISHER, PAINT, POWERPOINT OR EXCEL WILL NOT BE ACCEPTED.**

Files created in these Microsoft programs **CAN & MUST BE CONVERTED TO PRINT-READY PDF FORMAT.**

COREL DRAW FILES will only be accepted if saved as Illustrator .ai or .eps with fonts outlined.

BLEED SPECIFICATIONS:

Allow .375" safety for all live materials.

If document has a bleed add .25" on any edge that has bleed - Include crop marks at documents finished size.

COLOR SPECIFICATIONS:

ALL FILES ARE PRINTED AS CMYK FORMAT - Please send files with a CMYK build.

For color matching, please provide a hard copy proof of the files being printed.

BLACKS - Make sure that any black used is in Rich Black format (C-50, M-50, Y-50, K100)

RGB files will be converted to CMYK and SOME COLORS MAY CHANGE

PANTONE COLORS - If Pantone colors need to be matched, please specify on initial order or on a hard copy reference.

All Pantone colors need to be saved in the file as solid coated swatches. Pantone color will be matched by CMYK Pantone conversion breakdown.

If you require a printed proof for matching, a minimum charge per media type will apply. Color match proof will need to be returned before time of output for reference.

PANTONE COLOR CAN BE MATCHED AS CLOSE AS POSSIBLE BUT IS NOT GUARANTEED.
ORDERS WITHOUT SUPPLIED HARD COPY PROOFS OR INDICATION OF PANTONE COLORS ARE NOT GUARANTEED FOR COLOR.

RESOLUTION:

Resolution of your document and images need to be 150 dpi for files at 100% of output size.

Resolution of your document and images need to be 300 dpi for files at 50% of output size.

VINYL CUT GRAPHICS:

Files need to be vector format for all vinyl cut jobs. Illustrator files are preferred (ai or eps) for any cut vinyl job.

ALL FONTS USED NEED TO BE OUTLINED, no special effects used.

DO NOT USE ANY STROKES ON FONTS OR IMAGES.

There will be a minimum set up charge of $27 for files submitted unprepared for final cut.

For complex cuts, the fee will increase depending on amount of time needed for set up.

TYPOGRAPHICAL/GRAMMAR ERRORS:

Make sure you have proofread your artwork to ensure the spelling and grammar are correct. We will not be held responsible for any typographical or grammar errors.

TURNAROUND TIME:

The quality of artwork and media requested will affect the time it takes to prepare files for print. This will be determined at the time of your order.

The art department requires 24-48 hours to pre-flight. This may be subject to change, depending on any special media requests or artwork supplied.

When hard copy proofs are requested for color matching this will require one extra business day for turnaround time.

Any color correction work is subject to our design fee of $27/15 minutes.

All turnaround times are based on graphic approval of electronic or printed proof.

All proofs must be approved by 12:00 pm noon to be considered a production day.