



**Vintage**  
BUSINESS  
SOLUTIONS  
**Artwork Guidelines**

### **File Type**

We recommend sending a Press Optimized PDF file. Font issues can be avoided by embedding or outlining fonts. Remember to flatten your files before uploading.

You may also send packaged InDesign files (fonts and linked graphics included.) In some cases we can accept ai, eps, jpg, tif or png files.

Word-Processing/Spreadsheet Programs (Word, Excel, PowerPoint and Publisher) - These files need be converted to a high quality PDF before sending/uploading.

Some items such as apparel or promotional items may require vector art. Check with your Customer Service Representative or Sales Representative.

### **Color Mode**

We recommend sending files designed with Pantone colors or in CMYK mode. If you send an RGB file, there is a chance that a color shift may occur.

### **File Resolution**

Graphics submitted at low-resolution (under 300 dpi) may be unusable.

### **Bleeds**

Please include a minimum of 0.125" bleeds for proper products and .25" Bleed for single and include crop marks. Please keep all text at least 0.125" inside the cut-line.

### **Transparency and Overprint Issues**

Never use shadows, glows, or any other transparency (image or otherwise) on top of a spot color - convert your spot color to CMYK and flatten before sending.

We suggest that you turn all overprint objects off before submitting your files.

### **File Submission**

Files may be emailed to your Customer Service Representative or Sales Representative. Large files can also be uploaded via the Hightail link found in the upper right hand corner of our website: [www.vintage-vfi.com](http://www.vintage-vfi.com)

(Please include the name of your Sales Representative when uploading artwork to our site.)

**Thank You**