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File Submission Guidelines

This form is intended to assist in the preparation of your digital files for submission. If you have any questions that are not answered in this form, please contact us.

1. Save as a native file with layers included
 - Photoshop document (.psd)
 - Illustrator document (.ai)
 - EPS with layers
 - High-resolution PDFs are accepted, but we are not able to make ANY changes to these files.
2. All images must be imbedded: do not link (or place) files.
3. Convert all fonts to outlines.
4. Submit PDF or hard copy for proofing purposes. If a proof is not provided, we are NOT responsible for any changes that might happen in the art as a result of file transfer, etc.
5. Send files in CMYK only. All black must be converted to the following percentages for the best print quality: C=75 M=68 Y=67 K=90

Software Applications

We are able to output digital files from the following MAC or PC programs: Photoshop 6 and up, Illustrator 8.0 through Illustrator CS, QuarkXPress 4.0 and up.

Set-Up for Rasterized Files

Photoshop, being a raster based program, causes text to GREATLY lack in clarity and sharpness. If you have a large amount of typesetting, we recommend building a composite file by placing the Photoshop document into a vector program, such as Illustrator, and setting your text. Our machine is not capable of printing fonts smaller than 6 pt. Any font smaller than 6 pt. is very difficult to read. However, if clarity and sharpness is not an issue to the client, we will print the smaller point fonts.

Set-Up for Vector Files



When using vector-based programs such as Illustrator, files should be built as close to a 1:1 ratio as possible, not going under 1/8 scale. Always build your document in inches, not feet. For example, if your finished size is 4'w x 8'h, then build your file 48"x96".

Color Matching

A color output of your digital file is recommended and should be submitted to ensure your file's integrity. Our machine is only capable of printing in CMYK. However, we will try to match any provided Pantone color (PMS) as close as possible.

Fonts

Please convert all fonts to outlines to avoid any missing or corrupt font issues. If there is some reason you are not able to convert the fonts to outlines, please supply a font suitcase that includes all of the fonts used in your document.

Die-Cutting Files

We accept EPS files, as well as some CAD files. Please provide dielines on a separate layer of the art file fit to your art the way it needs to be cut on our die-cutter. We require the die-line on a separate layer so we are able to hide the die layer prior to printing. We are capable of designing specific die lines to meet our customer's needs. However, if we are required to design a die line, an additional art file charge will apply.

File Submission

Files under 4 MB can be e-mailed to graphics@shopsigndepot.com or files can be uploaded to our user friendly Client FTP site.

Client FTP site Directions:

You must first contact our us to establish a username and password so that you may be granted permission to upload your files. Our FTP site is located on our home page at www.shopsigndepot.com. You will then click on the *UPLOAD A FILE* button located on the FTP Access/Info page and type in your username and password. A window will then open up for you to 'drag and drop' your files into. An email will automatically be generated to us that lets us know your files have arrived.