

- When setting up your artwork please be sure the canvas size is the size of the final document and add 1/8" bleed to all sides. *Please do not submit artwork on an oversized canvas nor should the bleed be part of the canvas size itself, it should be 1/8" beyond the final canvas size.*
- If you are submitting artwork that has key-lines for cutting guides or a die line for die cutting please be sure it is on it's own layer set to overprint, set to a spot color called CUT, SCORE, DIE CUT etc. and also flagged as a do not print layer. *Do not submit artwork with key-lines on the same layer as the live artwork.*
- Make sure all of your small copy is set to 100% black or a spot color if printing in PANTONE colors. *We do not recommend printing small copy in CMYK as it may not register perfectly on the digital or offset presses.*
- Text should not be created in Photoshop. All text should be submitted as vector artwork. *We recommend using InDesign or Illustrator for vector text as Photoshop is intended for photography.*
- Please be sure to submit packaged working files to include all fonts and links, please also include PDFX1A files to include crop marks and bleed. All image files must be submitted in CMYK format and be at least 300dpi to ensure print quality format and have at least 1/8" bleed on all sides.
- If the packaged working files are not available please make sure you are submitting high resolution print ready PDF. Be sure that it includes at least 1/8" bleed and images are CMYK and at least 300dpi.
- Multi page documents should be submitted as single pages, not spreads to ensure all pages have the proper amount of bleed and can be imposed properly for printing and bindery.
- If your print project is intended for Engraving, Foil stamping, Emboss/Deboss, Letterpress, Silkscreen etc. we require Vector Artwork for best print quality. *We recommend using Illustrator for vector art and submitting it at 100% black.*
- When submitting your artwork please be sure to advise the team of your color goals and foil choices. *If PANTONE colors are your goals when printing digital CMYK we recommend setting your artwork up with the intended spot color so the digital press can recognize the goal (Example PANTONE 186 C or PANTONE 186 U).*
- If you are printing on uncoated paper stocks and are choosing a coated color goal please make us aware of this at the proofing stages of your project as a custom ink mix may be necessary if printing Offset.
- If your print project contains multiple print processes, please make sure your packaged working files are layered and each layer is identified with the proper print process. *For example: Digital, Offset, Foil, Letterpress, Engraving, etc.*

*Please email all final art files or instructions where to download your files from to [art@datagraphicdesign.com](mailto:art@datagraphicdesign.com). If your files are too large to email please use our wetransfer channel <https://datagraphic.wetransfer.com/> to submit your artwork. Please be sure to send a follow up email your art has been submitted via wetransfer. Please also be sure to CC your Sales Representative and Customer Service at [csr@datagraphicdesign.com](mailto:csr@datagraphicdesign.com).*

All creative services will be billed at \$150.00 per hour with a minimum of .25 hours for every round of changes made, if applicable. All comps and mockups are billable and will be charged accordingly, if applicable.