

# Client Digital Art Submission Guidelines



## **LAYOUTS:**

- Include a 1” bleed on all sides on all artwork  
\*\*for FABRIC, please include a 2” bleed on all sides.
- Please include placement details in your artwork.
- Templates for custom shapes provided upon request

## **FONTS:**

- Include all fonts used in your artwork
- For vector-based art, convert all fonts to outlines.

## **COLOR:**

- Make sure color mode is CMYK. RGB images may require additional charges for file processing.
- Color and/or PMS specification recommended for best results.
- Due to limitations of the digital printing process, exact color matches are not always possible.
- It can be helpful to reference the Pantone solid to process guide for printed solid color output.
- If no color match information is specified, we can not be held responsible for color output.

## **SOFTWARE AND FILE FORMATS:**

- Adobe Illustrator CC or earlier (.AI) (.EPS) (.PDF)
- Adobe Photoshop CC or earlier (.PSD) (.EPS) (.TIF)
- Any other file formats may require additional charges for file processing.

## **PHOTOSHOP:**

- Placed files must be in editable format.
- Please do not embed placed images.
- Include high-resolution files with your art and link images in the file.
- Files should be at least 125dpi at full size for quality output; we recommend 150dpi or higher.

## **IMPORTANT - BEFORE SUBMITTING - did you...**

- Include a .jpeg or .pdf copy version of artwork for our verification of your artwork?
- Clearly indicate files included and provide contact information?
- Proof your art carefully? We cannot be responsible for your file's content, including missing or incorrectly positioned type, elements or misspellings.

***Once you've confirmed the above, and prepared your artwork files for submission:***

### **SUBMIT YOUR FILES ELECTRONICALLY:**

***Please contact your  
Account Representative  
for a link to AE Sharefile.***

### **Or - SEND ARTWORK DISC TO:**

Alexis Exhibits, Inc.  
Attn: Graphics Department  
825 Leona Street Elyria, Ohio 44035  
440-324-1037