

These are general requirements. If you have any questions please contact us for specific requirements regarding your project

- **MEDIA:**
 - Email
 - FTP site (contact your rep for more information)
 - Digital Disc: CD-R, DVD-R

- **FORMAT:** We are cross-platform (preferably Mac). We use the latest versions of Adobe Illustrator, Photoshop, InDesign, and Quark. All other formats may be rejected or incur additional charges

- **COLORS:**
 - Please provide your art in either four color process or in spot color using either Pantone Solid Coated or Pantone Solid Uncoated colors
 - Black text can be created in 100% black set to overprint in Illustrator or Quark
If text must be used in Photoshop please set the layer to multiply

- **FORMATS:**
 - Include all screen and printer font files
 - All text and line art should be line based (in vector graphics)
 - PC files must have all fonts converted to outlines (It is recommended that Mac files also have all text converted to outlines to avoid font conflicts)
 - We recommend adding a thin stroke of 4 color to small text to avoid registration issues

- **PROOFS:**
 - An approved color laser must be supplied with your art disc
 - Your files will be prepared and compared according to your supplied proof

- **FILES:**
 - All supporting and embedded files must be supplied
 - All RGB files should be converted to CMYK
 - Resolution should be between 300 - 600dpi
 - The template must be on a separate layer
 - A minimum bleed of 1/8" must be provided

- **COMMON PROBLEMS WITH ELECTRONIC FILES:**
 - Fonts are not included
 - Supporting files are not included
 - Files are supplied in RGB (not suitable for printing)
 - Spot color files are supplied in 4 color process (in some cases we are able to convert your artwork but the color may shift dramatically)
 - Art is not supplied or approved on time
 - The template is part of the art file (we cannot remove the template once it is part of your flattened Tiff or Photoshop EPS file. It will print unless you place it on a separate layer)
 - No bleed is provided in the electronic art file
 - The files are low in quality
 - The files are supplied in the wrong format (we cannot use any files saved in programs not listed above including word processing or spreadsheet programs)

Note:

- If art files are supplied out of our specification range, additional charges will apply and your ship date will not be guaranteed.
- If art is supplied and changes are requested we will assume you are authorizing art charges.
- While GLMT does not accept responsibility for file archiving, we do try to archive everything for up to one year of the last order.