

## art checklist

### do it once, do it right

Files not meeting these requirements may be rejected

- 1. Accepted file types**  
Adobe Illustrator (Ai), PDF, EPS
- 2. Fonts (VERY IMPORTANT)**  
ALL fonts to be supplied as outlines
- 3. Images**  
Embed all images, no links
- 4. CMYK**  
Artwork saved as CMYK. **NOT** RGB
- 5. Pantone Matching System**  
Advise us of PMS numbers
- 6. Templates (VERY IMPORTANT)**  
Please make sure the correct template is used.  
Artwork in incorrect templates **will** be rejected.
- 7. Resolution**  
Images supplied at no less than 150dpi
- 8. Visual Proof**  
make a JPEG or take a screenshot of your artwork and supply it along with your art file.
- 9. Fabric Proof (Recommended)**  
A4 fabric proof available at 10% full image & 100% crop
- 10. Quality**  
Final production quality reflects your supplied files.

## key

**Bleed lines**   
Take artwork out to the edge of the bleed area. (Print Size)

**Finished Size**   
This is the same as the Viewable Area.

**Safe Area**   
Place all essential text and imagery inside the safe area.

