Art / File Requirements

◆ **FILE FORMATS**
We us the Adobe Creative Suite 6 (CS6) software for all our artwork production needs.
When sending artwork, we prefer it be provided as fully editable vector graphics in any of the following formats: Adobe Illustrator (.AI), Encapsulated Postscript Vector (.EPS), or Portable Document Format (.PDF). If vector artwork is not available or applicable, high resolution (at least 300 dpi) raster graphics are also sometimes acceptable in the follow formats: Photoshop Document (.PSD), Joint Photographic Experts Group file (.JPEG or .JPG), Portable Network Graphics (.PNG), or Tagged Image file (.TIF or .TIFF).
We do not accept QuarkXPress files.
We cannot be responsible for any errors in artwork that have been submitted to us electronically.

◆ **FONTS**
All fonts used must be provided or converted to outlines (vector curves). Any font not outlined or provided will be lost and automatically replaced with a generic substitute font. If you choose to provide the font, please submit it in either .OTF or .TTF Windows compatible files.

◆ **LINKED / EMBEDDED IMAGES**
All links should be provided separately or embedded into the primary art file. Linked images are usually graphics files that are "placed" or "imported" into your document but are not natively created within it. If these placed files are not provided or embedded, they will not appear and cannot be recovered on our end.

◆ **COLOR MATCHING**
All of our custom products have a Custom Information Sheet which lists both the standard and non standard ink colors available on that product. Also provided is whether or not the product can possibly be made with a PMS Color Match. Please review the item's specific Custom Information Sheet for further details.

◆ **REORDERS / JOB NUMBERS**
Every custom job is given a Job Number we use internally to track and maintain your order. Job Numbers can be found on your Order Confirmation, proof emails and Invoice. When reordering a custom job, please use the Job Number from the previous job. This will both expedite the processing of your order and help us to ensure order accuracy.
We keep Job Numbers on file for 3 years. Any Reorder of a job that is more than 3 years old will be considered and processed as a New job.

◆ **PROOFS**
For every New or altered/changed Reorder job, an electronic proof will be provided. Your Purchase Order should include an e-mail address where this proof can be sent. Production cannot begin on a job until the proof has been approved.
Any custom job that requires more than 3 proofs before approval will be assessed a charge of $10 for each additional proof.

◆ **TYPESETTING**
We have Production Artists who can create or recreate custom forms according to your specifications. In most instances, typeset charges are included in the product cost. However, art charges may be applied on jobs that require extensive typesetting, elaborate backer printing, vector reconstruction, or logo creation. You will be notified if any typeset charges will apply to your order.

◆ **TEMPLATES**
We have pdf templates for all of our custom items available on our webiste. If you would would prefer the template in InDesign, please contact our art department at Artwork@AutoServiceProducts.com