



TOLEDO SIGN

We have the Experience to get you Noticed.

Toledo Sign Artwork Submission Overview

JOB TYPE	ACCEPTABLE FILE EXTENSIONS	THINGS TO KEEP IN MIND
Strictly Print	.jpg, .TIFF, .png, .psd, .ai, .eps, .cdr	High Resolution Images are needed for production. Adobe CS4 or lower. Corel X5 or lower.
Routing & Production	.ai, .eps, .cdr	Must be vector (line art) files. Adobe CS4 or lower. Corel X5 or lower.

- Colors shown in any proofs are approximate. Actual colors may vary. Please include a Pantone Number (PMS) if colors are specific or necessary to match.
- All text **MUST** be converted to outlines or paths.
- Taking one file extension and saving it as another does not ALWAYS make it usable.

NOTE:

- Required Graphic Manipulation and/or Production Adjustments will be assessed and estimated once the Toledo Sign Graphics Department receives the artwork. If adjustments are required or necessary, upon approval, Toledo Sign will do so at a fee of \$75/hour.
- Toledo Sign Company has a 2 free revisions per Toledo Sign Artwork or Proof policy. Above 2 adjustments, upon approval, Toledo Sign will make changes at a fee of \$75/hour.
- Toledo Sign asks that you submit either a hardcopy, via fax (419-244-6546) or email (PDF Format.) A PDF is required for proofing and/or quoting of project.

SUBMIT BY:

- Email – (10mb and Below)
- Web Site Transfer – (2gb and below) – <http://www.toledosign.com/ftp.html>
- CD / DVD
- Flash Drive / Thumb Drive Media

DISCLAIMER:

Toledo Sign is NOT responsible for copyright infringement material sent to us. It is assumed that the customer ordering the project is either the owner or has the permission to use any copyrighted material. It is beyond the scope of work for Toledo Sign to investigate and authenticate to copyright ownership of artwork

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