



## ART INFORMATION

1. **ENCLOSE HARD COPIES:** When sending artwork on disk, please enclose hard copies of the artwork to use as a comparison with the disk output. If emailing, please fax the hard copies or include a PDF document. This will ensure the artwork is correct and complete.]
2. **SALESMAN'S NAME AND PO#:** Please include your Century customer service representative's name and/or a copy of your company's P.O. This will help effectively direct and advise the salesman concerning the artwork for the acrylic part.
3. **INCLUDE COLOR SPECS/PMS #'s:** Please include any necessary instructions such as size and color information, note if four color process or spot colors. If spot colors, include the Pantone (PMS) number.
4. **ALL SUPPORTING LOGOS /PHOTOS AND FONTS:** When sending artwork it is necessary to include all other support files, such as logos and images or fonts. If you are not sending the fonts, please convert the fonts to outlines or paths. If the fonts are not covered or included, they will be substituted as close as possible, although an exact match cannot be guaranteed. Include all linked files with composite. If the file is embedded, it **MUST** be CMYK or spot color format. The files must also fit the specifications for resolution shown below.
5. **We request 300-dpi minimum resolution**, lower resolution artwork for four color process images may look rough when imprinted. This rule also applies to any file formats embedded in another program. Web graphics are not suitable or submittable as artwork because the resolution is locked at 72 dpi. If any of this information is missing, it will only delay the processing of your order!!!

**ATTENTION:** Each of the formats below can be useful for both PMS colors and 4 color process, although some formats are specific only to spot or 4 color process. Please send your file in the corresponding format for your order request or additional charges may follow. If you do not know the corresponding format for your order, please call your customer service representative.

Acceptable Media: MAC/PC: CD, DVD, Flash Memory Stick

Preferred Format: Illustrator 9 EPS. All fonts converted to outlines. No embedded, or linked, images. Spot colors in Pantone PMS.

Acceptable Software MAC/PC:

Adobe Illustrator CS2

PhotoShop 7

QuarkXpress 4.0

Freehand 10

Corel Draw 11

Acceptable file formats MAC/PC:

.ai, .eps, .pdf(Illustrator)

.tif, .eps, .jpeg, .psd(PhotoShop)\*

.qxd (QuarkXpress)

.fh, .eps, .pdf (Freehand)

.cdr (Corel Draw)

\*We require 300-dpi minimum resolution in any of these file formats or embedded graphics. Note: When sending files via e-mail, client **MUST** compress the art. Common programs such as Stuffit Deluxe or Winzip will work for compression. This will ensure proper and faster transfer of files.