

Before preparing the production files, please verify :

☐ Please pay attention to colors :

- Don't forget that each extra PMS color adds a plate and printing costs.
- Colors other than PMS should be sent in CMYK color build to eliminate any confusion.
NOTE: We cannot match RGB color builds or guarantee custom color builds to match the color you see on your monitor.
- PMS colors will be printed in CMYK equivalent for orders requested to be printed in 4-color process only, otherwise we require your consent to change PMS colors to CMYK (PLEASE USE THE PANTONE SOLID COATED CHART).
- Print your file in separation mode to see how many colors are used and how they print.
- If some colours need to print transparent on the material (without white backing), it is very important to be stated clearly on the document so the WHITE layer can be built accordingly (additional costs apply).
- Transparency (opacity of an element modified in Illustrator) doesn't work with PMS colours in flexo. The opacity of all PMS elements should be at 100% or modifications will have to be made to the file and additional cost will incur.

☐ Please pay attention to artwork dimensions : Need to correspond to dimensions stated on the order.

☐ Please pay attention to information details in your artwork :

After the first PDF proofs sent for graphic disposition approval, IMS can perform minor modifications to the artwork.
All demands or modifications must be collected in a single request.
A second PDF proof will be sent free of charge, but any additional modification will result in further charges.

Before sending any files, please use this checklist and make sure to provide :

☐ The original Illustrator document (.ai) or Indesign file (.indd). Photoshop documents are not accepted.

- ☐ All text must be typed or in vector format. All logos must also be in vector format (NOT as an imported image).
- ☐ The dieline must be included in the document, on a separate layer from the artwork.
- ☐ The Illustrator file colour mode has to be CMYK, never RGB.

☐ A PDF version of the document for verification (can be a low resolution PDF).

☐ All the pictures included in the visual (NEVER embedded). Pictures need to :

- ☐ Be at a minimum resolution of 300 dpi and NEVER enlarged when placed in the document.
- ☐ Be in CMYK mode (or grayscale if needed) but NEVER in RGB.
- ☐ Be Tif or Photoshop format (NOT JPG).
- ☐ Include a minimum of 1/16" (0.0625") bleed when the art extends outside the die.
- ☐ Be supplied with the document in a zipped folder, but NEVER EMBEDDED.

☐ Fonts in outlines (create outlines in Illustrator) or all used fonts (has to be supplied with the document in a zipped folder).

As we also need original versions of images placed in the document, the easiest way to provide everything required is to do a package in Illustrator (File/Package). This will create a folder that includes the original file, the fonts and all the pictures.

☐ Please zip all files together before dropping them onto our FTP site : <http://ims2.brickftp.com/>

Just click on « Choose file(s) to send » and please send us an email once the files have been uploaded for notification.