

File Handling:

WE ACCEPT ARTWORK ON CD, DVD, EMAIL, FLASH DRIVE, OR THROUGH OUR FTP SITE ftp.matrixdept.com, PLEASE CALL US FOR USERNAME AND PASSWORD, ARTWORK SHOULD BE SUBMITTED WITH A JPG PROOF TO ENSURE WHAT WAS OPENED IS WHAT WAS INTENDED. IF MAILING THE FILE, SEND A PRINTED COPY OF THE ARTWORK AND WRITE THE COMPANY NAME, CONTACT NAME, AND PHONE NUMBER ON OUTSIDE OF DISK. WE USE AN ELECTRONIC PROOFING SYSTEM TO VERIFY LAYOUT, WHICH GUARANTEES LAYOUT ONLY.

Color Accuracy:

IF YOUR FILE IS COLOR CRITICAL PLEASE INCLUDE A LIST OF ALL COLORS USED, USE EITHER PSM COLOR CODES OR CMYK NUMBER VALUES. COLORS ARE NOT GUARANTEED UNLESS YOU SIGN OFF ON A HARD COPY SAMPLE PRINTED ON THE ACTUAL MATERIAL BEING USED. HARD PROOFS ARE DONE AS A FREE SERVICE, SHIPPING CHARGES STILL APPLY.

Our Operating System:

WE USE PC BASED COMPUTERS AND USE THE FOLLOWING PROGRAMS: ADOBE ILLUSTRATOR, ADOBE PHOTOSHOP AND ADOBE INDESIGN. PLEASE SAVE YOUR FILE IN ONE OF THE FOLLOWING STANDARD FORMATS:

EPS, TIFF, AI, JPEG, or PSD.

PLEASE DO NOT SEND QUARKEXPRESS, FREEHAND, ADOBE INDESIGN, OR PAGEMAKER FILES. CONVERT THE FILE TO A STANDARD FORMAT LISTED ABOVE.

Fonts:

WHEN SENDING VECTOR-BASED FILES OR RASTER IMAGES WITH LAYERS, ALWAYS CONVERT TEXT TO OUTLINES OR EMBED THE FONTS WHEN SAVING. ESPECIALLY MAC USERS, WE CANNOT INSTALL MAC FONTS ONTO OUR COMPUTERS.

Insuring Image Quality:

USUALLY 1 in = 1 ft @ 600 DPI WORKS GREAT OR MAKE SURE THE FINAL FILE SIZE IS GREATER THAN 5 MEG. DO NOT SIMPLY RESAMPLE THE ARTWORK TO OBTAIN A HIGHER RESOLUTION. GARBAGE IN - GARBAGE OUT. ANOTHER GREAT WAY TO INSURE IMAGE QUALITY IS TO MAKE YOUR ARTWORK TO ACTUAL SIZE AT A LOWER DPI AND ZOOM TO 50 OR 100%, WHAT YOU SEE IS WHAT YOU GET. QUALITY OF PRINT IS NOT GUARANTEED UNLESS YOU SIGN OFF ON A HARD COPY SAMPLE PRINTED ON THE ACTUAL MATERIAL BEING USED.

Turnaround Times:

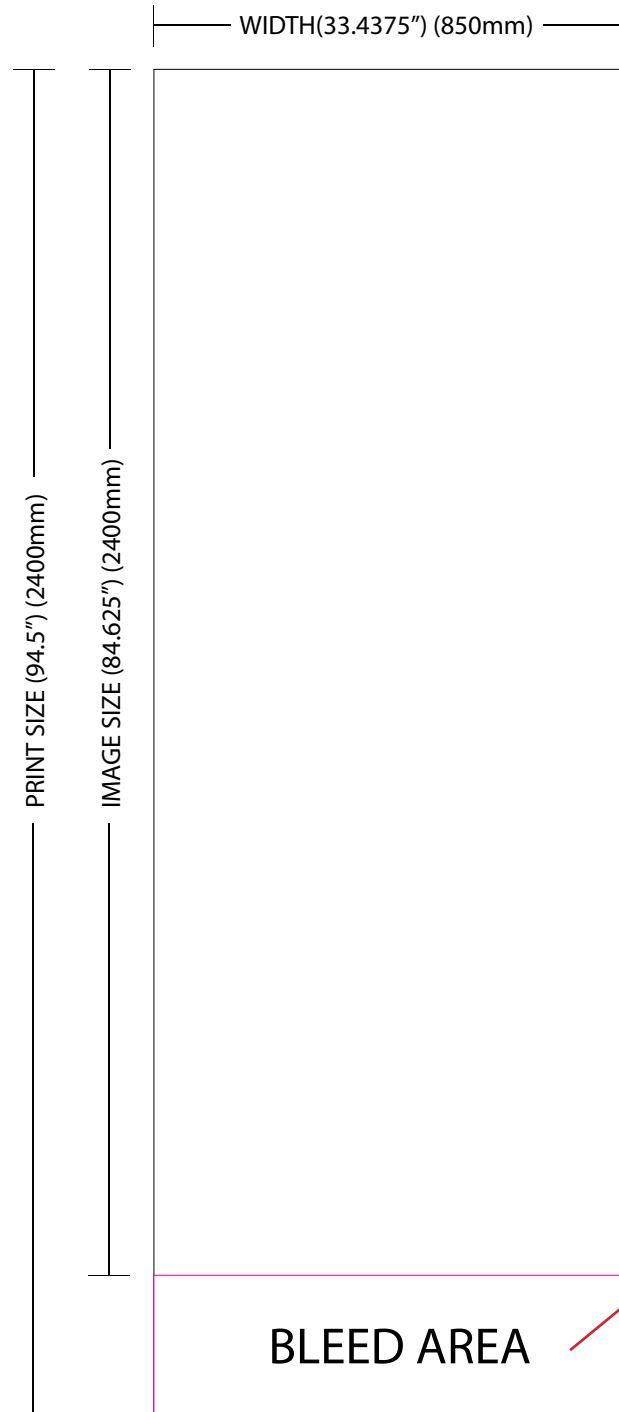
TURNAROUND TIMES VARY AND ARE NORMALLY 3-5 BUSINESS DAYS ON MOST ORDERS AFTER A PRINTABLE FILE IS APPROVED. WE SHIP USING FEDEX OR UPS. TRACKING INFORMATION IS SENT TO YOUR EMAIL.

700



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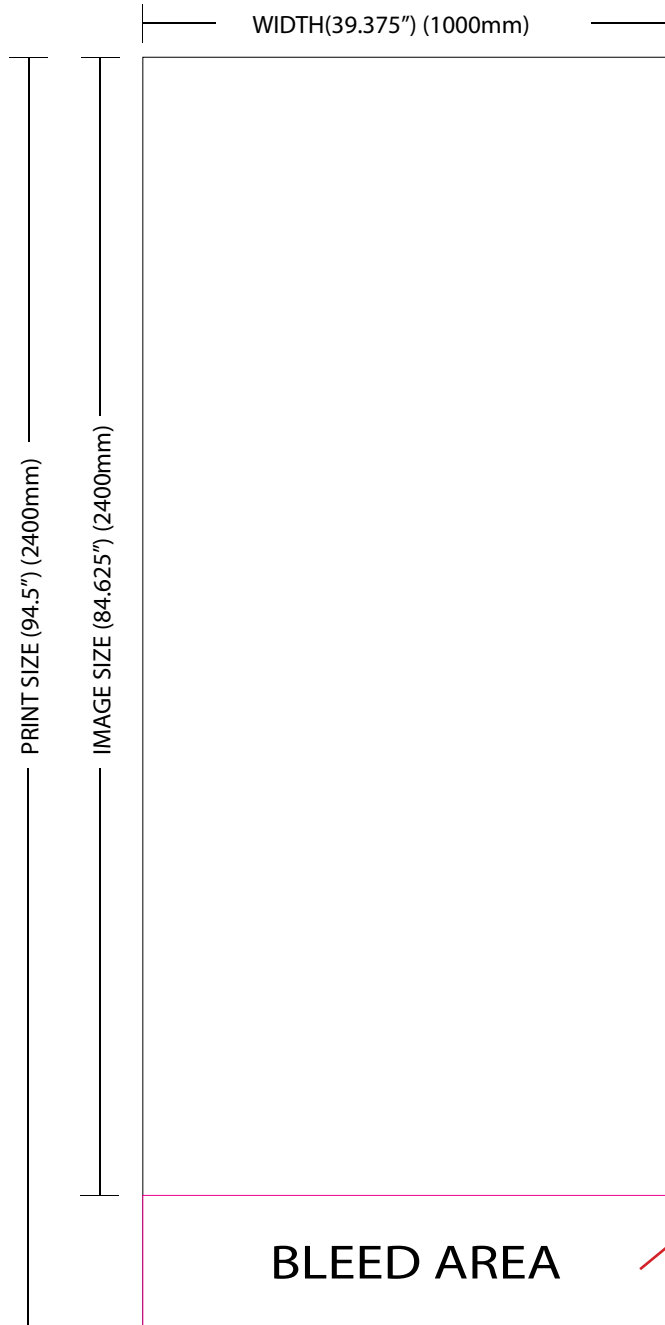
850



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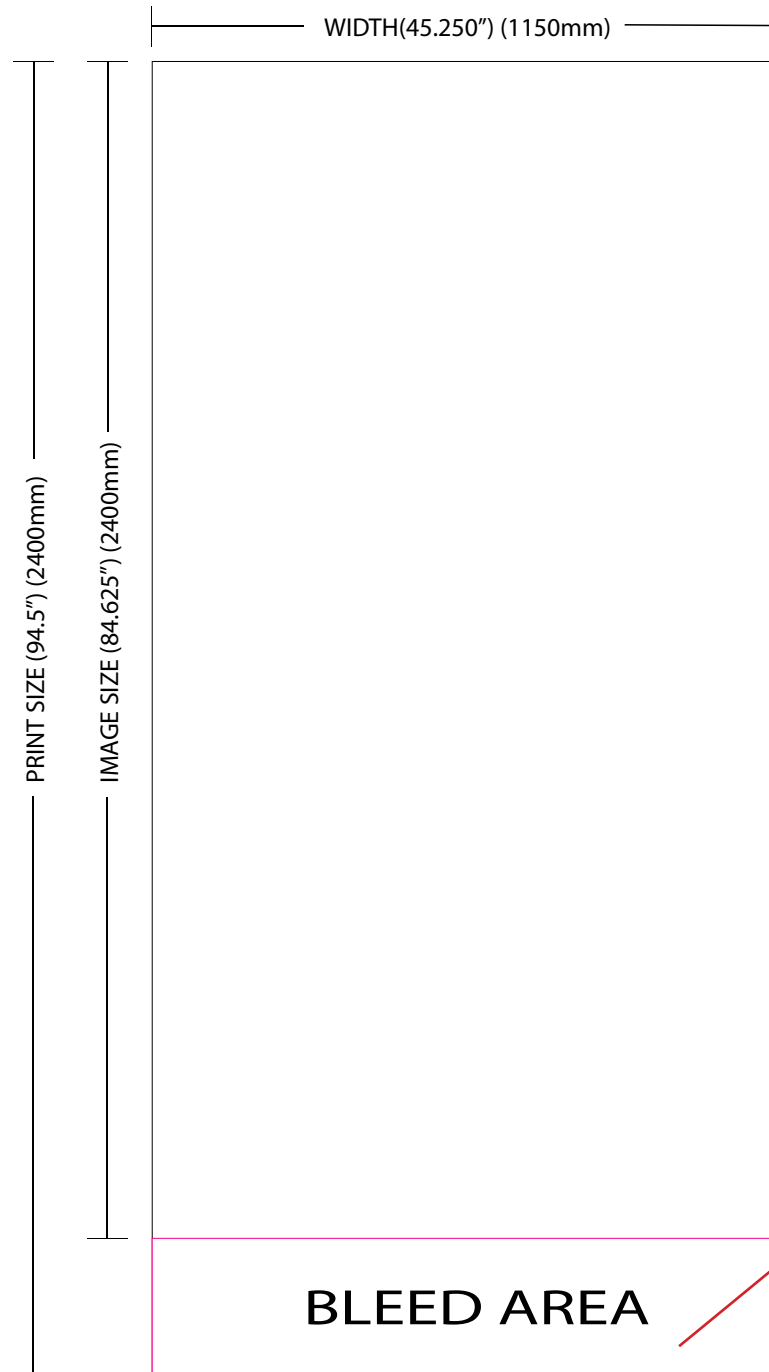


1000



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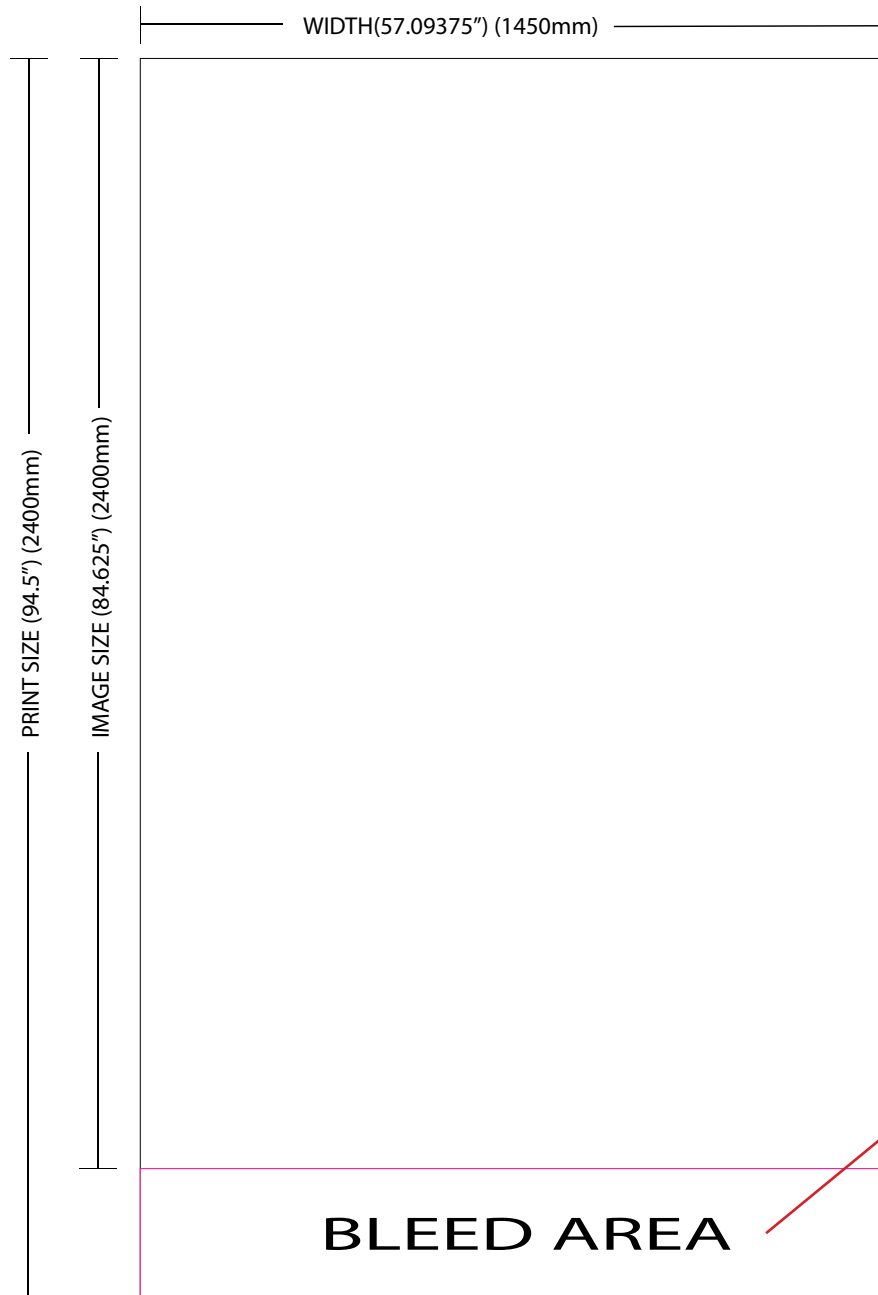
1150



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1450



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