

Files that require any modifications by our art department are not considered Press Ready and may incur additional charges.

Below are guidelines for submitting artwork to our printshop. If you have any questions or need assistance, please contact us. Our experienced staff will be glad to help you.

ACCEPTABLE FILE FORMATS

PDF — Preferred file format. Must be saved as Press Quality from native file source. Be sure to include bleeds if artwork prints edge-to-edge. See *Sample Layout*.

ILLUSTRATOR [AI or EPS] — Outline text, or submit font files. Include all linked graphics.

INDESIGN [INDD] — Must be “packaged” to include all images and fonts used.

PHOTOSHOP [PSD] — All text must be raster or you must include all font files.

JPEG, PNG or TIFF — Must be at least 300 DPI at actual size for best quality.

WORD [DOC] — This format is not designed for press output and may not print as expected. Often used for jobs that require additional typesetting and layout.

PUBLISHER [PUB] — Must use *Export - “Save for Commercial Printer”* to create press-ready files. Call for further information regarding Publisher files.

MAILING LIST [TXT, CSV, or XLS] — All files must be broken out into columns.

“PRESS READY” REQUIREMENTS

CONTENT — NO additional editing or modifications needed.

SIZE — Files must be actual size. Crop marks preferred.

BLEED — 0.125” bleed must be included if artwork is intended to print edge-to-edge. See *Sample Layout*.

TEXT — Any black text must be 100% Black (not Registration, RGB or CMYK black).

IMAGES — All images must follow the formats listed in the “Preferred File Formats” section above. Submitted images must be at least the actual size meant to print.

VECTOR ART [AI or EPS] — If vector art is attainable, please submit it with your files. *It will give your piece the best printed results.*

COLOR MATCHING — Whenever possible, a hard copy sample should be submitted for matching specific colors. When printing with spot colors, PMS inks (Pantone Matching System) must be properly included in the file(s).

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SAMPLE LAYOUT:

FINISHED PIECE:
4" x 6"

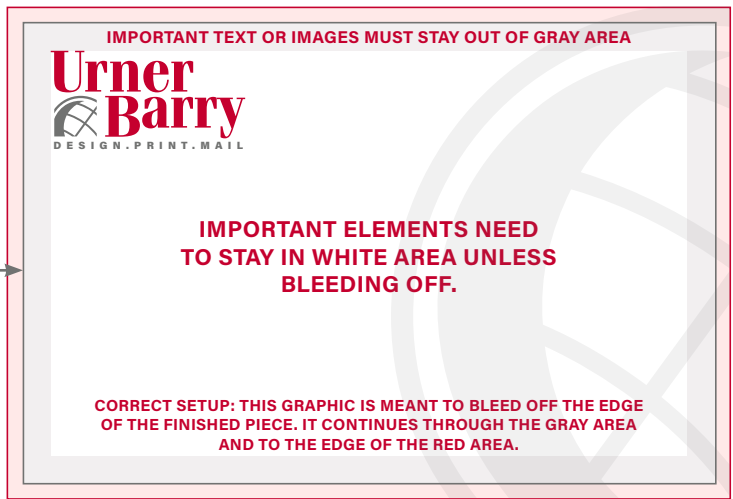
SUBMITTED FILE SIZE:
4.25" x 6.25"

0.125" BLEED AREA

0.1875" MARGIN

EDGE OF FINISHED PIECE

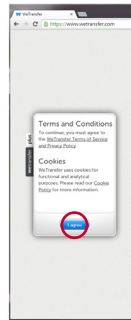
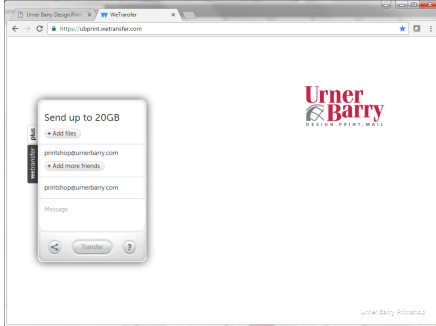
EXAMPLE BELOW
REPRESENTS THE LOOK
OF THE FINISHED PIECE.



LARGE FILE SUBMISSIONS

Some artwork submissions may be too large to submit via standard e-mail. If this is the case, please follow the instructions below and notify the printshop that your files have been submitted through the site [WeTransfer.com](https://ubprint.wetransfer.com). **Notification is required.**

HOW TO SEND FILES VIA WETRANSFER.COM — FOR PC & MAC USERS



1. Go to <http://ubprint.wetransfer.com>
2. **Add files** using the **+Add files** button.
3. **Add your email address** by clicking on the **Your email** button.
4. **Add any additional information** about the documents or job in the **Message** box.
5. Click the **Transfer** button to complete the process. A confirmation email will go to the email you provided in the 'Your email' and the file will be sent directly to us. You will also receive a confirmation email once we download your files. If you do not receive a confirmation email within one day of transfer, please call us at **732-575-1980**.
6. Please call **732-575-1980** if you need assistance sending or receiving files via our WeTransfer site.