

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.

**Files that require any modifications are not considered Press Ready.**

**Files that are not Press Ready may incur additional expenses.**

## PREFERRED FILE FORMATS

**PDF** — Must be saved as Press Quality from native file source.

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

**INDESIGN [INDD]** *PC V5 or higher* — Must be “packaged” to include all images and fonts used.

**PHOTOSHOP [PSD]** — Convert all text to raster images, or include fonts files.

**JPEG, PNG or TIFF** — Must be at least 300 DPI and in CMYK /Grayscale color modes.

**WORD [DOC]** — This format is preferred for jobs that require typesetting.

**MAILING [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 are optional.

**BLEED** — 0.125" bleed must be included if artwork is meant to print edge-to-edge. Crop marks may be used to indicate that a bleed is needed. *See Example 1 on reverse side.*

**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** — A hard copy example or swatch may be submitted for matching specific colors. Pantone (PMS) number(s) must be requested if necessary.

**PUBLISHER** — Must use *Export - “Save for Commercial Printer”*. Call for further information about Publisher files.

**PHONE** 732-575-1980

**TOLL FREE** 855-UB-PRINT

**FAX** 732-240-6332

www.ubprint.com

printshop@urnerbarry.com

1001 Corporate Circle, Toms River, NJ 08755

## EXAMPLE 1:

FINISHED FILE SIZE:  
4" x 6"

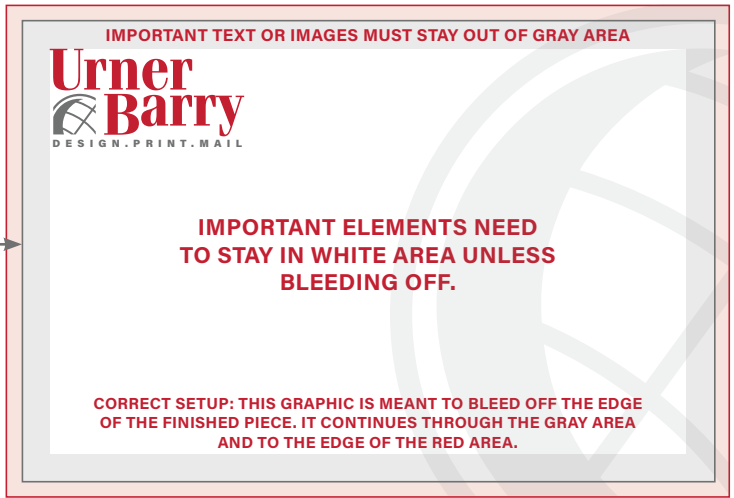
SUBMITTED FILE SIZE:  
4.25" x 6.25"

0.125" BLEED AREA

0.1875" MARGIN

EDGE OF FINISHED PIECE

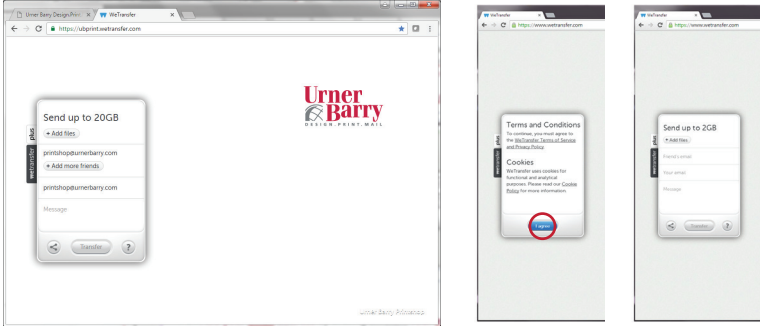
EXAMPLE BELOW  
REPRESENTS THE LOOK  
OF THE FINISHED PIECE.



## 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](http://www.wetransfer.com). **Notification is required.**

### INSTRUCTIONS ON 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 spot of the transfer box.
5. Click the **Transfer** button to complete the process. A confirmation email will go to the email you provided in the + Your email section of the form.
6. Please call **732-575-1980** if you are experiencing trouble sending or receiving files via our WeTransfer site.