



Plastic Card Solutions
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Specifications for Submitting Your Artwork

Please adhere to the following specifications when submitting your artwork files. Deviation from these instructions may delay your order and/or incur additional art charges. Files may be submitted via *email*, *CD* or *FTP site*. Artwork submitted as flat art or film will incur additional charges for digital conversion.

Preparing Artwork Files

- We accept files generated by Adobe products including Illustrator, Photoshop and Acrobat. A PDF file is preferred but we will accept .EPS and .AI files as well as high resolution JPG files.
- All artwork should be complete and sized to fit the area to be printed.
- Files with linked images must include all the linked files and should be completely assembled and ready for output.
- For artwork with bleed, allow for 1/8" of bleed on all sides using crop marks for copy placement.
- For artwork without bleed, allow for at least 1/8" margin from the edge (inside die-cut indicators).
- Save artwork at 300 dpi (at 100%) or higher resolution; save at 1,200 dpi for bitmap files.
- Convert all RGB images to CMYK.
- Spot colors should be designated as PMS (Pantone Matching System) coated colors. Do not mix process colors and spot colors in the same file, unless that is what you really want.
- Allow .5 (1/2) point trap.
- Screens should be 150 Lpi (lines per inch).
- Halftones should be scanned at 300 dpi.

Sending Artwork Files

- Options for sending files include: ship on a CD to our office in Naperville, email (smaller files) to your PCS contact, or use our FTP site (larger files). Contact PCS for the steps required to FTP your files.
- Contact a PCS representative prior to sending any files.
- Include a contact name and company name with all files sent so that they may be identified correctly.
- Always keep an exact duplicate of all files you send to us.

The following will not typically be charged for: final image output, comparison of film output to the original file and quality control to meet printing requirements, including trapping.

The following will be charged at our normal hourly rate: additional time associated with jobs containing incomplete or missing elements, creating additional proofs and re-proofing, and making alterations to the original file.