



Guidelines:

Files accepted in **Adobe Illustrator eps** format **only**.
 All **RGB** color must be converted to **CMYK**.
 All rasterized art must be a minimum of **300dpi**.
 GIFs, JPEGs and images inside a word processing program **cannot** be accepted
 Use **linked** images instead of embedded. Include all original **unflattened** Photoshop files.
 Type created in Photoshop should be rasterized.
 Fonts in Illustrator should be converted to outline.
 Type should be no smaller than 6 pt.
 Please include original fonts for Illustrator/Photoshop files in case of revisions.

Template
CD Sleeve

Date: _____
 Customer Name: _____
 Job Name: _____
 Job Number: _____
 Address: _____
 Address: _____
 Phone Number: _____ Fax Number: _____
 Email: _____
 Colors: _____
 Art File Names: _____
 Special Instructions: _____

