



Information for Submitting Display Graphics Artwork

File Formats Accepted:

Photoshop CC • Illustrator CC• InDesign CC

PDF (Hi-Res created at the proper size, including bleeds, and resolution for the display ordered)

Corel Files may be saved as .ai files. Some Corel effects cause problems and may not print properly.

We do not officially support Corel. Word and PowerPoint files are not acceptable for this type of work.

Art Details:

- Art documents should be ready-to-print, sized to exactly fit the display ordered. They can be full size, half scale or quarter scale. A design within a letter size document is not considered to be ready-to-print unless your display is letter sized. Contact us if you need help with the sizes.
- When the design is complete, convert all fonts to outlines to avoid font problems.
- Any raster files (photos) should be 100-150 dpi at the output size (original resolution - no interpolation)
- RGB or CMYK files - **no PMS Spot Colors**. Refer to the Pantone Color Bridge for information on how your colors may reproduce using a 4 color process. **Many Pantone Spot Colors do not reproduce accurately in a four color process**. Screened Spot Colors can cause unexpected results.
- Raster Effects - make sure these are set to 72 or 150 dpi, not 300. These have been known to cause unexpected results on occasion, particularly with InDesign.

Sending Files

Unless your file is under 2 mb, **DO NOT E-Mail ART**. We may never receive the message and will not know that you have sent us the art. Please use our web-based upload page:

<http://www.mbimages.com/upload>

You can send any size file from there, instructions are on the page. If you are sending multiple files, PLEASE place them all in a folder, ZIP that folder and upload the ZIP file. Upload speeds are determined by your internet connection. Most cable internet services have much slower upload speeds than download speeds, so sending large files can take longer. There is a progress bar that shows the status of your upload. If the upload fails, that typically means your internet connection was reset for some reason.

Production

Once we have received your files we will inspect them to be sure they are sized correctly for the product ordered and for any technical issues that may cause printing issues. If we find any problems we will notify you before proceeding to the proofing stage. We will then send a digital e-proof, usually within 24 hours of receiving your file. Quoted production times begin after proof approval. If after proofing, it is decided that changes need to be made to the layout and design of the art and new art submitted there will be a \$24 per file fee to cover the costs of starting over with the new files.

Production times: (after proof approval)

Small quantities - Banner stands: 2-3 days SnapUp, EGO & ISOframe: 4-5 days

Large quantities quoted per job

(Note: These times are subject to change based on production loads)