

Artwork Guidelines

1. Artwork must be submitted as PDF, EPS or AI (CS4 or earlier) file formats.
No other format will be accepted.
2. Artwork needs to be placed in our templates, which can be found at
<http://www.moveinmedia.com/templates.html>
3. All logos need to be **vectorized**.
4. All fonts need to be **outlined**.
5. Please call out any Pantone colors you want matched. (See included sample.)
6. If Pantones are not supplied we will print as close to the color provided as possible, but we cannot guarantee exact colors.
7. If you are ordering a double-sided banner please provide artwork for both sides of the template.
8. Anything inside the seam line will print, however we recommend keeping artwork at least half an inch inside the seam line.
9. Please make sure to extend your background art all the way to the bleed line in the template.

Important Information Needed In Template

(See sample on next page.)

1. Date of order.
2. Quantity for that specific art file.
3. Job number assigned by Move In Media (for example J1346) displayed in the top right hand corner of the approved order.
4. Pantone colors, if exact color matches are required.

Sending Art Files

Artwork is only accepted through our FTP Site. The link below should be copied and pasted into your browser address bar.

<http://dropbox.yousendit.com/moveinmedia>

Once there you should upload your files and enter your information. The process is similar to sending an email with an attachment. As soon as your file(s) have finished uploading and sending, we will receive a notice and be able to access your file on our side.

It is important to include all of the highlighted information in your layouts.

11 ft. Fly Banner

Date: **04/15/13**

Quantity of banners: **2**

Job number: **J1346**

The date you upload your artwork.

The number of units for this art file to be produced.

This number can be found in the right hand corner of the job card you approve.

Always extend the background color to the bleed line.





Bleed line

Seam line

Check out our
NEW LOOK

Check out our
NEW LOOK

For a double-sided unit place your artwork in both sides of the template.

-  PANTONE 202 C
-  PANTONE 1797 C
-  PANTONE 575 C
-  PANTONE 382 C

Call out any Pantone colors you want matched.

Please check the following:

- All company details (phone/fax)
- Correct colors are used
- Correct size banner is used
- Positioning of artwork
- Quantities
- Spelling

Please note that because of the way we see light, colors printed with ink on paper look different to colors displayed on a computer screen. It is therefore essential that the correct corporate colors be specified by the client before printing. Providing Pantone colors ensures the colors are printed as close as possible to your corporate colors.