

ARTWORK AND PRINTING SPECIFICATIONS

Artwork:

All artwork is subject to review. We can work with most digital files as long as they are high resolution (300 dpi). We prefer files in PDF, AI, EPS, JPEG and TIF formats. The e-mail address for sending artwork is:

ArtWork@AutoServiceProducts.com. We operate in a Microsoft environment and use the Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.). We must be notified for any work that requires close registration. For any work requiring close registration we will need a live sample.

Proofs:

Proofs are available on request. Your purchase order needs to specify that a proof is required and include an e-mail address where we can send the proof. We cannot be responsible for any errors in artwork that have been sent in electronically. Some items have a proof charge, please see price sheet for details. Any order that requires more than 3 proofs will be assessed a charge of \$10 for each additional proof.

Typesetting:

We have typesetters who can create or recreate most forms. In most instances artwork charges are included. Typeset charges will be charged on orders requiring extensive typesetting or back printing. Our rates are \$40.00 per hour. You will be notified if this charge applies to your order.

Ink:

Black, Blue, Red & Green ink are our standard colors on most items. Refer to specific form detail for color options. We do not guarantee exact color matching. If PMS color matching is required, please check the detailed information in the price sheet or call for additional assistance.

Paper/Stock:

We purchase the highest quality, made in the USA, paper. Many of our paper/stock contain post consumer recycled material. Choice of stock color may affect standard ink colors. Colors printed on colored stock may change the appearance of the printed color.

Samples:

Samples are sent only on request, please note this on your purchase order. Samples required will be mailed on the Friday after the order has shipped.

Reorders/Job Numbers:

We do keep records of all custom jobs by job number for 4 years. Any order older than 4 years old will be considered a new job. Job numbers can be found on your invoice. When reordering please use the job number, this will both expedite your order and ensure accuracy.

Warehousing:

Storage is available for up to one year. No storage charges are applied on orders which are billed complete when placed in storage. If interested, please call for information on this service.

Crash Imprinting

We can crash imprint on any multi part form that is larger than 4 ½" X 4 ½". Generally crash imprinting can be a logo plus 4 lines of text at the top of a page - see catalog for details. Crash imprinting on other parts

of the form is known as body printing and can be done for an additional charge.

Imprint can be in only one color: Red, Black, Blue or Green ink.

Consecutive numbering is included at no charge. Number can be 6 digits and is 3/16" tall. One letter can be substituted for the first

digit at no additional charge. Numbering is always in red ink. You can choose the starting number.