

## OUR GUIDELINES FOR ARTWORK

Below are some guidelines for artwork and the specifications we need to complete your job for you. Stick to the list below and there shouldn't be any problem providing you with a top notch product!

### ACCEPTED FILE TYPES FOR SCREEN PRINT

Vector Artwork created in design programs such as Adobe Illustrator, CorelDraw, Adobe Indesign or FreehandMX is preferably the the file types we would like supplied. Please save your vector files as .eps, .pdf, or .ai files.

When working in Adobe Illustrator, convert all the text into outlines. In CorelDraw, export or save as a .pdf with all type converted to curves. In Freehand MX convert all text to paths.

Bitmap Artwork created in design programs like Photoshop can also be used if supplied at a high enough resolution. Please save your pixel based files as .jpeg, .tiff, or .png sized to 300 dpi or larger.

Please note: when creating these types of artwork, start off at 300 dpi when creating your design as it's always better to scale down than scale up – you will lose quality if you don't start off with a high resolution document to begin with.

### SIZING ARTWORK

Please specify all artwork positions and sizes clearly when placing your order. If a mock up of where you want your design is available, We would love to see it.

### ARTWORK CHANGES

Our artwork department will charge £25 to redraw your artwork, these charges are only applicable if you have not submitted your artwork to comply with the above guidelines.

### ACCEPTED FILE TYPES FOR EMBROIDERY

All file types are generally accepted for embroidery as long as the resolution is high quality. Preferred files are: High resolution JPG, BMP, TIF, EPS, AI, PSD.

### SCREEN PRINT PROOFS

All artwork to be used in the customisation of your garments will be e-mailed to you as a PDF proof. These proofs are your final time to take a look at your artwork before entering the production stage, and MUST be approved and e-mailed back in a timely manner.

Our standard turnaround time from approval is up to 14 working days. Extra time spent on changes to the artwork may result in artwork charges (see Artwork charges). Your emailed approval is our authorization for processing and is considered FINAL once signed off. Please note a verbal approval is not permitted.

### EMBROIDERY PROOFS

Once we have digitised you logo (turned it into a suitable file type for embroidery purposes), we will then embroider the design onto a piece of fabric and send it to you via post for your approval.

### CONFUSED?

Ok, Don't worry, we don't expect everyone to understand all of this so if you are in doubt about anything, give us a call and one of the guys in our professionally trained artwork department will gladly explain things and help guide you through. We look forward to hearing from you.

PLEASE NOTE\*\*\*\* you do not own the Screen files, films or screens: nor do you own the DST files we make. The charge is for our team to convert your logo into the appropriate files if you cannot provide these yourself.

We can however release these files back to you at an extra cost of £15 per DST file for embroidery For screen print a fee of £15 per film per colour per size/design with an additional £10 delivery cost.

Note all pricing is ex vat.