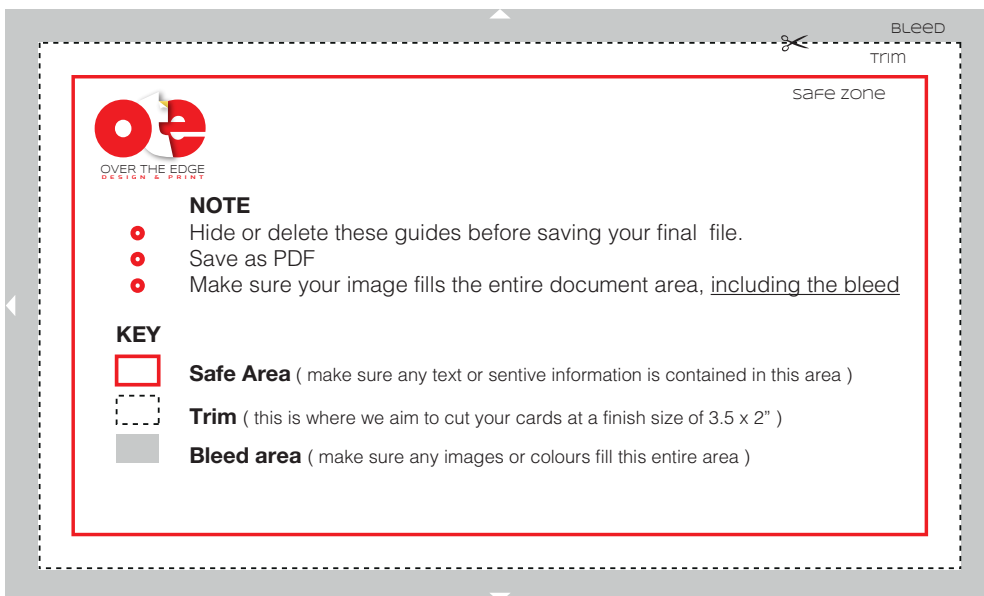# FILE PREPARATION GUIDE

DESIGN FILES

We accept .eps, .ai, .psd and .idml files for printing and design jobs. Please make sure that all links and fonts are packaged together when sending these type of documents. If files are for print only and do not need to be edited, embedding the links and outlining the fonts will also be accepted.

If you need help finding where to package everything together please email us at sales@oteprint.com

SMALL FORMAT DIGITAL PRINTING
(Business Cards, Postcards, Rack Cards, 8.5"x5.5", 8.5"x11", 11"x17" and 12"x18")

1. **With Bleeds** colour goes all the way to the edge after trimmed.

File should have 1/8th inch bleed around the outside of the print.

Files should have a 1/8th inch safe zone around the inside of the print. All text and logos should fall within this margin in order to avoid getting cut.

File Types Accepted: pdf

2. **Without Bleeds** print is white around the edges after trimmed.

Files should have a 1/8th inch safe zone around the inside of the print. All text and logos should fall within this margin in order to avoid getting cut.

File Types Accepted: pdf

LARGE FORMAT PRINTING
(Print jobs larger than 12"x18", Stickers, Vinyl, Canvas, Polypropylene, Banner, and Fabric)

Please set up your files to be actual size, and export them without bleeds or crops.

File Types Accepted: pdf, tif

ROLL UP BANNERS

Our roll up banner hardware takes 33.5"x82" designs.
Please make sure all text lands within the first 79 inches from the top.
Please set up your files to be actual size, and export them without bleeds or crops.

File Types Accepted: pdf, tif

STICKERS - PRINT & CUT VINYL PREPARATION
The physical limit to what can be print and cut is 48" wide by 75" long.

1. All die cut files should be at size.
2. All die cuts should have at least a 1/8" bleed.
3. All die cuts MUST be set as a spot colour.
4. Die cut spot colour MUST be named CutContour with same capitalization.

File Types Accepted: pdf, eps, ai

CUT VINYL PREPARATION (coloured vinyl, *no print*)

The physical limit to what can be print and cut is 21" wide by 75" long.

1. All cut files should be at size.
2. All type and strokes MUST be outlined.
3. A single cut-able object MUST have all of its components merged together,
   including strokes and any holes or voids

File Types Accepted: pdf, eps, ai

If you have any questions please contact us at sales@oteprint.com

COLOUR ACCURACY
All files should be in CMYK for the best accuracy. Files native to and submitted in RGB may appear different when printed due to CMYK's limited gamut. If colour accuracy is critical it's best to order a free test swatch or small format proof of your colours first for verification.