Customer submitting artwork assures that he/she is the sole author and owner of the artwork and images, or that he/she has obtained all required releases or permissions to permit copying, printing, licensing of the artwork and images and his/her use of our printing services. Additionally, we reserve the right to request the customer produce a Copyright Release and/or Sign a Printing Release before production. Furthermore we reserve the right to refuse any project at anytime. We reserve the right to request typeface licensing permission documents/proof for any typeface used in the artwork.

All files will be printed AS-IS when received. Any editing being done will only be to setup the white print and fit the art to the print template. No other alterations will be done, printed as is, as received.

Reprints will only be considered due to printing errors (print head strikes/errors, white under layer missing, equipment failures etc) There will be no reprints due to provided artwork color or sizing errors.

Customers concerned about Color Match may request Color samples before final printing. Color samples will be provided in a reasonable amount at no charge, at time convenience of printer.

Designs must be constrained to a maximum 8.5" by 11" sheet. Must have at least 1/8 inch bleed/margin on all edges of sheet.

A 1/2 inch x 1/2 inch square should be left empty at each corner for mounting tabs. Printer assumes no responsibility to any artwork outside the 1/8" bleed or in corner mounting area that gets cut off. Such pages with cut off graphics in these areas will not be eligible for a reprint.

Art work must be designed in CMYK color space. Blacks should be 100% K for best opacity.

We do not currently have the ability to print Metallic colors.

Any Shape or Text intended to be printed in white should be colored with a Spot Color named "White Print." The display color can be any color other than transparent.

All color artwork is standard printed with a white under layer. 100% K Artwork does not print with a white under layer. Color Artwork requiring printing without white under layer/Black Artwork requiring white under layer will be handled on a case by case basis at request of customer.

All artwork must be Vector based. File types accepted- AI, EPS, and PDF with no embedded fonts. All fonts and strokes should be converted to shapes/bodies. 100% Rasterized artwork will be rejected. **Microsoft Office Documents (or similar) will NOT** be accepted.

Payment must be provided and then a digital proof will be provided to ensure artwork transferred correctly. Digital proof must be approved before printing. Any issues with image display appearing incorrectly on final print AND on digital proof will disqualify sheet for reprint.

Updated: 12/22/21