



PRODUCTION GUIDELINES

TO HELP US PRODUCE YOUR
PERFECT PRODUCT, PLEASE REFER TO
THE GUIDELINES OUTLINED BELOW.

Supplying your files as indicated will help us to meet your graphic expectations.

As always, StevensE3 is here to help. Please call us with any questions you might have.

GRAPHIC REQUIREMENTS

We accept most standard file formats. Files should preferably be uploaded through **Hightail**, our file transfer service. Alternatively, files up to 10 MB can be emailed to us.

ACCEPTABLE FORMATS: PDF (Adobe PDF), AI (Adobe Illustrator), EPS (Encapsulated Post Script), PSD (Adobe Photoshop), JPG (High Resolution JPEG), TIFF (High Resolution TIFF). Please be sure that all text has been converted to outlines or curves.

FILES: All files must be submitted at full size (100%, 1:1 scale). Ensure that all file names are properly named to match the graphic labels when drawings are supplied, and that each file have the correct file extension (i.e.: .eps / .tif / .ai / etc.).

BLEEDS/TILING: Bleed, crop or registration marks are not required. StevensE3 will tile and trim to color.

PROOFS: Provide StevensE3 with an accurate fully updated jpeg., pdf, or hard copy proof for each layout.

COLOUR: Provide CMYK color values whenever possible. If CMYK values are unavailable, provide PANTONE (PMS) color numbers or a printed color sample.

NOTE: StevensE3 will do their best to match colors but due to varying printing methods. *SOME COLORS ARE NOT OBTAINABLE.* If a color match is critical, an hourly rate will be applied while achieving that color(s).

LOGOS: Supply all logos and illustrated graphics as VECTOR format whenever possible.

FONTS: Convert all text to outlines whenever possible. If text cannot be outlined, include all fonts used in the artwork.

PHOTOSHOP: All files should be full size (100%) at minimum 75ppi (Pixels Per Inch) resolution. Supplying layered files will enable us to adjust your files if necessary.

ILLUSTRATOR: All files should be full size (100%) in CMYK color mode. Convert all text and strokes to outlines. Ensure that all linked artwork and fonts are included in the final deliverables, including any fonts used in .AI files containing text that has not been outlined.

VECTOR FILES: All files should be final size (100%). Vector artwork is preferred because it can be scaled to any size without losing quality, ensuring clean, sharp, and crisp graphics.

RASTER FILES/IMAGES: Depending on the resolution and Pixel based image like PSD, JPG, TIFF becomes blurry as enlarged. If submitting these files please follow the guidelines below

100% scale (full size output) at 100-150 ppi or higher

50% scale at 300 ppi or higher

Thumbnail sized jpg and gif. files are not at a high enough resolution to be used on large prints.

TEMPLATES: Templates of our standard portable display series, can be supplied on request.

STEVENSE3 WILL CHARGE AN HOURLY RATE TO ADJUST COLOR, ARTWORK, FONTS, CLIENT REQUESTED CHANGES, ETC.

FILES SUBMISSION: <https://www.stevensE3.com/resources/submit-artwork>



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