

# FILE /ART CHECKLIST

- Acceptable file formats:
  - Adobe Illustrator (Vectors)
  - High-resolution PDF (to Actual Size)
- Minimum 300 dpi
- Build in at least 1/16" of bleed around all sides
- Allow for 1/16" of space inside the trim line to create a safe zone
- All type/fonts converted to outlines
- All black type and rules (lines) should be 100% black (C=0, M=0, Y=0, K=100)
- All links embedded
- The file is CMYK
- Call out any Pantone colors, hot-stamping (foil), varnish (clear coat), etc. [Conventional printing]

## ARTWORK SUBMISSION

Email art files (under 10mb) and order information to [info@danalabels.com](mailto:info@danalabels.com).

For files larger than 10mb, email a downloadable link (e.g. Dropbox).

Artwork can also be submitted in-person during normal business hours on a USB flash drive or memory stick.

Please allow 1 to 2 business days for us to review art files and respond to emails.

*The information provided in this section will help you prepare your artwork for printing with us. Following these guidelines will help expedite the production process. Art charges may apply if artwork does not meet the guidelines.*

*If you have any questions, we will be happy to review your artwork and provide guidance. Please contact our office at 808-845-3262 or email us at [info@danalabels.com](mailto:info@danalabels.com).*



### SAFE ZONE

Do not place images or text within 1/16" of the trimline to ensure elements will not get cut.

### TRIMLINE

This line is the actual cut of the design.

### BLEED

Extend the background of your artwork into the bleed area at least 1/16" around all sides to ensure no unintentional white space around the design.