CRUSH

A RESOURCE LABEL GROUP CO.

Customer Supplied Art Checklist

Wanda Harmison
Customer Service
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Art Submission
GETTING FILES TO CRUSH: The easiest way to send us small files is via email straight to Wanda. We can receive email attachments up to about 10 megabytes, but keep in mind that your outbound email server may have smaller limits. If you have multiple or larger files, you can upload files to our FTP site. To access our secure FTP site, you need a unique login and password. Please contact Wanda Harmison - it only takes a few minutes. You can also burn a CD or DVD and send it to us.

1) NATIVE FILES: We always prefer that you work in Adobe Illustrator and use this as your finished art, but we can accept Photoshop, InDesign, or Quark as well. Art created in other programs may not be compatible with our system, so please call to discuss if you have questions. It is important that you supply your art in the original file format in which it was created.
2) Please provide a **hard copy print or PDF** of your art along with the art files, so we can be assured that the files/fonts/colors are correct and meet with your approval. **3)** Please supply 2 (two) digital copies of the art file: A copy of the document with all text outlined and a copy with type intact along with **4) ALL FONTS** used in case editing is required. **5)** Please include all **LINKED IMAGES** with your art files. It is best if images are not embedded. All images should be linked, and copies of the links supplied.

Please fill out the following to submit with your art:

CUSTOMER INFORMATION:

REQUIRED INFORMATION

Customer:_____

Contact:_____

Phone:_____

Fax:_____

email:_____

Designer:_____

Contact:_____

Phone:_____

Fax:_____

email:_____

PROOFING FROM CRUSH
- ○ emailed pdf. [soft proof]
- ○ hard copy proof
- ○ press check

Note: Emailed proofs may not be exact for color as monitors vary; hard copy color calibrated proofs are recommended (provided free of charge); press proofs and/or press checks can be accommodated and may be subject to an extra charge.

LABEL INFORMATION AND SUBMISSION:

LAYOUT: ○ FB1 (Front/Back labels alternating on same roll)

○ FB2 (Front/Back labels on separate rolls)

○ FRONT: Label Size:_____ x _____   Corner Radius _____ # of Labels: _____

○ BACK: Label Size:_____ x _____   Corner Radius _____ # of Labels: _____

○ NECK/other: _____ Label Size:_____ x _____ Corner Radius _____ # of Labels: _____

COLORS/EMBELLISHMENTS :

- ○ **CMYK** (4 COLOR PROCESS)
- ○ # of PMS (Spot) colors _____
- ○ FOIL HOTSTAMP _____
- ○ EMBOSS _____
- ○ FULL VARNISH   Gloss   Matte   Satin
- ○ SPOT VARNISH   Gloss   Matte   Satin
- ○ EMBOSSING VARNISH
- ○ LAMINATION
- ○ BACKSIDE PRINTING
- ○ WHITE INK

All spot colors should be called out and assigned a Pantone number:

1 PMS#/match _____	5 PMS#/match _____
2 PMS#/match _____	6 PMS#/match _____
3 PMS#/match _____	7 PMS#/match _____
4 PMS#/match _____	8 PMS#/match _____

If there is something that we need to match, please make sure we have it in hand previous to proof creation. Our proofs are calibrated to our presses and stock, so need to be used as a close representation to what will print. However, some processes and effects cannot be shown on a proof.

ART FILES SUPPLIED AS:
(Please check all that apply)

- ○ Illustrator (Preferred)
- ○ Photoshop
- ○ InDesign
- ○ QuarkXpress
- ○ Freehand MX
- ○ Other:_____

If you are using an application other than what is listed above, please call us to discuss compatibility.

Supplying art created in a other software may incur additional expenses.

ART FILES TO BE RECEIVED BY:

- ○ DVD or CD
- ○ email
- ○ I will use my own web transfer
- ○ CRUSH ftp - please contact your Customer Service Representative for details.

SPECIFY PAPER

Paper Stock:_____

Adhesive: _____

Liner: _____

JOB HAS BEEN QUOTED AS:

- ○ FLEXO   ○ To be determined
- ○ DIGITAL
- ○ OFFSET

If you have questions, concerns or further explanations or instructions, please include that in an email or a document with your art.
Thank you!

NEW TOOLS REQUIRED :

○ **SPECIAL DIE SHAPE**   ○ **ROTARY SCREEN**   ○ **EMBOSSING**   ○ **FOIL STAMP**