

Network Sound and Video Inc  
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www.networksoundinc.com



## Submitting Artwork

### Supplied Artwork: (indicate quantities submitted for printing)

Color photos \_\_\_\_\_ B&W photos \_\_\_\_\_ Illustrations \_\_\_\_\_ Logo \_\_\_\_\_ Art Disc \_\_\_\_\_

### Design/Layout Information:

When we receive supplied files we check carefully to make sure that they meet our specifications. Minor adjustments will be made as necessary. You will receive a PDF proof. Failure to meet our specifications may result in additional charges and delay your project. Avoid these common errors:

- Documents must be the correct size, with crop, registration and fold marks.
- Documents must allow 1/8" (4mm) bleed\* on all sides. \*Color backgrounds must extend over the template borders by 1/8" (.125").
- All type must be 1/8" (4mm) from trim marks.

**Images:** Images should be saved at 300 dpi resolution maximum. Color images MUST be saved as CMYK. (not RGB). For spot colors on Disc screen, images should be color-separated.

**File Formats:** All art *must* be saved or exported as a .TIF file. PC – Adobe Photoshop, Adobe Illustrator and Corel Draw 11 (or lower version).

### Digital Files:

- Be absolutely sure that all image files are included on your art disc.
- Include hard copy composite laser or ink jet proofs of all files.
- Include a complete contents list of your submitted art disc and indicate which files get printed.
- Be sure you've followed all measurement and placement specifications.
- Be sure to follow all instructions as to correct knockouts and masks as it applies to center hole, stacking ring and edge printing limit. This pertains to the CD Disc layout.
- Include the name and phone number of the actual person who created the contents of the disc.
- Indicate if files are to be printed 4/1 (Color over B/W) or 4/4 (Color over Color).

It is your responsibility to create all the artwork for your project, to proofread your work, to make sure everything is accurate and correct, and to supply us with all the files necessary to print your artwork (fonts, scans, layout). If you are submitting your project as "from your file design", please be aware that you must submit files for every part of your job. CD projects normally require a CD label along with insert and tray card.

"From your file designs" are assumed to be accurate and complete. Requesting changes to your files will incur additional charges for typesetting and for design work. Incomplete submissions may also incur additional charges. If your supplied files are not in our required templates, not to our specifications or otherwise substandard, your job will be delayed and there may be additional charges for services rendered. Network Sound is not responsible for your original art, transparencies, photographs, film supplied files or disks. Please retain copies of files. Network Sound does not guarantee delivery times, but will complete your project as quickly as possible.

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Client Signature

Date