

COMPLETE IN-HOUSE DESIGN SERVICES ARE AVAILABLE

SOFTWARE

- Our main applications are: **Adobe Illustrator, Photoshop & In Design**
- Freehand MX (11) and Corel Draw 11 are accepted
- Microsoft Word and Excel documents
- Duxbury Systems DBT 11.2 (Braille)

FILE FORMATS & MEDIA

- Vector based files, .eps, .ai and .pdf preferred
- Photos sent electronically should be .jpg or .tif files 300 dpi preferred. Photographs sent via mail will be returned upon request
- Fonts need to be converted to outlines/curves or include all True Type and Postscript font files
- Email files and attachments to: **tgates@jemspec.com**
- Hard copy & CD's accepted

SPECIFICATIONS

- Indicate what is the raised surface and what area is recessed
- Customers supplying artwork direct to film must provide positive image. (White raised, Black recessed)
- Black is 100% K - White is 0% K (**NO** Black & White as color, Registration, spot color, global color Attributes OFF - **NO** overprint fill or overprint stroke)
- Text should be 6 point or larger
- Raised borders cannot be smaller than 1/16 inch
- Minimum line thickness should be kept to 1 point (.013")
- Indicate holes at actual size and placement

PROOFING PROCEDURE

- Proof and approval sheet provided via email, fax or regular mail
- A signed approval is required
- Production will proceed when approval is received

SET-UP CHARGES

- A set up charge is applicable to all new orders. Repeat orders requiring copy changes and other personalizations may require a fee.

ORDER CANCELLATION

- Original production run and prior to shipment, an invoice will be issued for all materials and labor completed up to and including the date on which the order was cancelled.