

PRINTING SPECS

Wide Format Inkjet Prints

Banners*

Adhesive Vinyl

Window Clings

Window Perf

Direct to Substrate

Vehicle Wraps

CMYK

100 PPI @ final print size

*Include 1.25" bleed on all sides if sewing is required on banners. If there is no bleed, the extra material used to fold over for sewing may be left white which has the possibility of showing on the front edges of your banner.

For items requiring a custom cut-out (e.g., a cut that is not a square cornered rectangle), place the cut path on a separate layer in the file and include at least .125" bleed around perimeter of the artwork.

Photographic Prints

RGB

150-300 PPI @ final print size

Color Laser and Offset Prints

CMYK

200-300 PPI

Always include .125" bleed if there is color/image all the way to the trim edge.

Please do not create your booklet print file in reader's spreads. It will not print properly. We would prefer it as single pages with bleed, if required, and we will do the imposition for printing.

General Notes:

Files can be supplied as full resolution PDF, EPS, TIFF, or JPG files. When submitting source files (Illustrator, InDesign, Photoshop, or Quark), please include all linked graphics and fonts used. Alternatively, linked graphics can be embedded and fonts can be outlined. Be aware that this renders us unable to make some adjustments to your file, such as typo corrections and color adjustments on embedded graphics. Please supply a color hard copy proof with all jobs whenever possible. You may submit a PDF proof for positioning and content.

Please be aware that the color on your screen may differ from that on ours and the final print output. If color is critical, please supply a printed sample to match to or specify Pantone colors in the file. Since it is a digital print and no Pantone ink is involved, we will make every effort to get the color as close to the Pantone swatch as possible.

FILE TRANSFER

Email

Files under 5MB can be sent via email. For larger files, please use one of the methods below or place on USB drive or CD/DVD.

eOrder

1. From www.thomasrepro.com, select "Place an eOrder".
2. First time users will need to create a profile before using the eOrder system. To do so, select the "Create new eOrder Profile" link.
3. Fill in all required information and click "Submit".
4. An email will be sent to you which requires you to validate your email address. Once validated, your account is ready to use.
5. Log in to the eOrder portal with your email address and password and click "Submit".
6. Choose the appropriate service for your order (e.g., CAD Printing, 3D Printing, Small Format Printing, Wide Format Printing, Digital Press or Archive Only). You may choose multiple services on a single order.
7. You will need to provide basic information about for each service chosen on your order, such as quantity of copies. Please complete all the required information for each service.
8. Once complete, you have the option to archive your documents in Thomas Reprographics' document management system. (You may incur additional archiving charges by choosing this option.)
9. You may upload files for each service you choose.
10. To add additional items to your order, click "Add to Cart".
11. Click "Proceed to Checkout" when ordering is complete. Your files will appear in your shopping cart on the main page.
12. When finished building your order, click "Check Out".
13. Fill in all appropriate information about your order (e.g., due date and time, project number, PO number, etc.). If you received an estimate for your order, please provide the estimate number. Also, specify any notes or special instructions here. Click "Next".
14. Here you may attach transmittal information to your order if necessary. Select from the pull-down menu the closest Thomas Reprographics location to process your order. You may also specify the method of delivery or you may choose to pick up your order. Make sure the information you provided is correct, and click "Submit Order". Your eOrder is now complete!