

FILE REQUIREMENTS FOR PRINTING THERMOGRAPHY AND ACCESSORY ITEMS

All computer files must be Macintosh compatible!

Acceptable programs are:

- Adobe InDesign CS3
- Adobe Acrobat PDF
- Illustrator CS3
- Photoshop CS3
- Lower versions can be submitted
- **NO** Word Documents will be accepted

Formats and requirements for Submission:

- Files can be sent to us with a .jpg, tiff with supporting files or .pdf extension.
- Images must be submitted with a minimum of 300 dpi resolution.
- Please note that files submitted with a low resolution cannot be guaranteed for quality reproduction.
- All text must be converted to outlines before submission.
- All images should be in **black and white** and have sharp, crisp lines.
- We cannot accept any images with screening, halftones, shading or feathering.
- You may send the files via e-mail to info@partybasics.com

**** Note of Caution**** Sometimes we cannot open a file because of the way an e-mail is encoded when sent electronically. One possible solution is to "stuff" the file. This only works in some instances, though. If after 2 attempts your file cannot be opened we will request that you submit your file via CD or hard copy.

Sending Physical Artwork:

- You may send us a file on CD or a physical printout. Please mail to:

Party Basics
Attn: Art Department
PO Box 914
Hamburg, New York 14075

- Make sure to include your name, daytime phone, fax or e-mail address information and what the artwork will be reproduced on. If possible include an order number for reference.
- We may have to adjust the artwork to fit.
- Keep in mind that all artwork should be clean and wrinkle free to guarantee quality reproduction.
- All images should be in black and white and have sharp, crisp lines.
- We cannot accept any images with screening, halftones, shading or feathering.
- If you have questions about these custom artwork guidelines please call our Customer Service Department toll free at 1-866-468-7123 Monday – Friday, 9:00am – 4:30pm EST.
- The processing time for custom artwork is up to 7 business days **after** artwork fax approval. This is in addition to your shipping time.
- **Please Note:** There is an additional printing plate charge.

Infringement Disclaimer: Customer has sole responsibility to comply with all trademark and copyright requirements for symbols and marks used in artwork for imprinting. Buyer acknowledges that he/she is the owner of the trademark, copyright or patent or has the authority to give us permission to reproduce such trademark, copyright or patent. If we reproduce the design to the specifications of the buyer, it is understood that if the design infringes or is alleged to infringe upon any trademark, copyright or patent, the buyer shall indemnify and hold harmless Party Basics against all judgments, damages, fees and expenses sustained by Krepe-Kraft on account of such infringement.