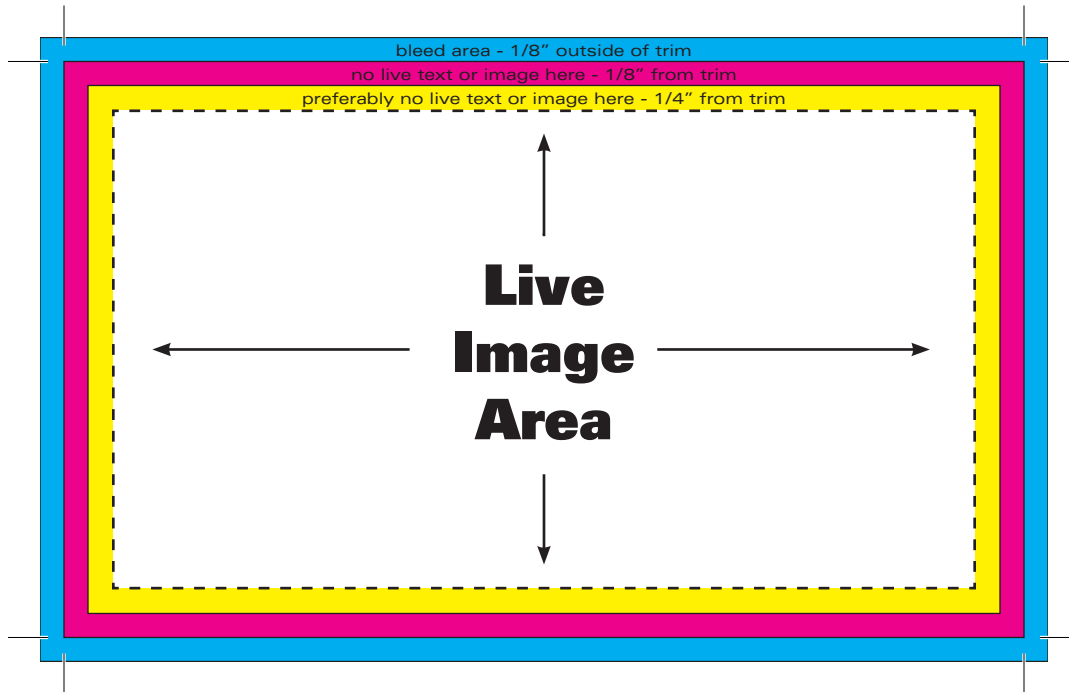


# VANGO Graphics, Inc. • Customer Instructions/Checklist

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- We work with both MAC and PC platforms.
- We prefer Adobe InDesign, Adobe Illustrator or Quark files but can also work with Adobe Photoshop, Microsoft Publisher, Microsoft Word and Microsoft Excel files.
- File should be set up to the final trim size.
- If the file bleeds (art goes beyond the trim edges), *include at least 1/8" bleed beyond final trim size on all 4 sides.*
- Live text/images should also be a *minimum of 1/8", preferably 1/4", within the trim size (see below)*



- If supplying native files *include all fonts and images used in the layout* (collecting or packaging will do this nicely).
- If supplying PDF files please refer to our **PDF Instructions** to ensure the highest quality output.
- Color images should be set to **CMYK**, not **RGB**, **LAB** or **INDEX**. Anything other than **CMYK** can produce unexpected color results in the final output.
- Photoshop graphics should be 300 dpi at 100% when placed to ensure the highest quality when printed.
- If you are supplying native files please include a pdf so that we may check to make sure no text has reflowed or anything dropped off. Sometimes unexplainable things happen in the output process!
- If we send you a pdf proof, please be aware that it will most likely be low-resolution for the purposes of proofing only. You are looking for text reflow and image position only, not quality or color. If quality or color is a concern we can supply a color correct hard copy proof for an additional charge.