



3510 Himalaya Road
Aurora, Colorado 80011
303.722.6565
303.722.8844.fax
e.mail: david@pgexhibits.com
web: <http://www.pgexhibits.com>

Customer Artwork Submission Form

PG Exhibits will always produce the best images possible from the art provided. To help you prepare your art, we have some guidelines that, if followed, will allow us to give you a great looking product.

Submitting Artwork to PG Exhibits Large Format Graphics Production Department

Art can be supplied on a, CD, DVD, or emailed to david@pgexhibits.com (5megs or less).

PG Exhibits offers a FTP upload site: <ftp://mail.pgexhibits.com> (user: customer1 Password: Pgdenver1).

PG Exhibits offers a Yousendit.com upload site: <http://dropbox.yousendit.com/DavidWalker4189125>

At time of upload please provide a PDF and email notification to your Account Executive or Project Manager.

Most production problems are created from artwork that is not supplied in a proper format.

- Please save all image files at 100 -150 dpi at final size (please call with any questions concerning file size)
- Type needs to be outlined or both printer and screen fonts need to be included.
- Please include PMS #'s on all art needing a spot color match.
- Please include a hard copy of the Artwork provided.
- As a final check before sending your artwork, please refer to the information below.
- FTP Uploads: At time of upload please provide a PDF by email notification to: 2graphics@pgexhibits.com
- Please read the terms on your contract regarding graphic production turnaround times.

The applications used in PG Exhibits Large Format Graphics Production Department :

Adobe Illustrator CS4 (vector art) - Saved with type outlined or with both printer and screen fonts included. Save as an eps (Encapsulated PostScript) file, vector based file.

Adobe PhotoShop CS4 (scanned or 4 color process images) - Save art as an eps (Encapsulated PostScript) file or Tiff (Tagged Image File Format) or native PSD (Photoshop document).

Adobe In Design CS4 native with both printer and screen fonts included, as well as any placed images used. Please do not send multiple page layouts. Also make sure all place files are converted to CMYK before sending to PG Exhibits. This will insure correct color when files are printed.

Other Applications used, but will require a minimum of (1) hour additional art time:

Currently PG Exhibits Graphic Design /rebuild rates are \$100.00 / hr. PG Exhibits supplies (1) proof with each order. Printed proofs will be provided at \$35.00 each.