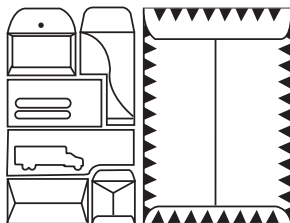


SHEPPARD ENVELOPE MFG CO

Since 1921

Credit Card & Hotel Key Card Sleeves
Miniature Envelopes as small as 1"x1"
Remittance Envelopes
Double Window Envelopes
Tyvek® Envelopes
Litho Conversion for Printers



Envelopes Built to Sustain
the Environment

- Two-Way Envirolope™
- POSTCARDvelope™

Custom Envelopes of all kinds
including 4 color process printing



Pre-press Department Software Requirements

ACCEPTABLE FORMATS: The most time and cost effective formats for artwork submission are Adobe Illustrator files saved as either .AI (native format must be Mac OSX compatible), .EPS or .PDF with all text converted to vector outlines.

If embedding art in any of the following raster formats, please adhere to these resolution settings (these also apply when applying compression/downsampling settings to PDFs):

Bitmap—1200 dpi for rasterized line art

tiff—300 dpi for grayscale

jpeg—300 dpi for grayscale



If you cannot supply an Adobe Illustrator .AI, .EPS, or .PDF, we can work with the following applications, but their use incurs a \$50 reformatting charge:

InDesign (Mac OSX). Convert text to vector outline or include fonts (*Open Type or Mac OSX Type 1*). Also include any linked images.

Adobe Photoshop (Mac OSX .PSD): If your PSD file contains text layers, convert them to vector outlines.

SETTING UP YOUR ART FILES FOR COLOR PRINTING

Generally speaking, for all of our envelope imprints (unless it is a litho conversion) we use black and the PANTONE MATCHING SYSTEM SPOT COLORS (up to 2 colors). If black is one of your colors, you may add one additional color. Please make sure that your PDF or EPS artwork has been specified with the correct SPOT COLORS if your artwork requires color, and please include this information in your correspondence with us.

SENDING YOUR FILES

E-mail artwork to your CSR and to art@sheppardenvelope.com (prepress). Please include the CSR's name, and your purchase order number. Also include a PDF of what the art looks like (our CSRs cannot read graphic formats) or fax a hard copy of it to 508-754-3108. Art may also be mailed or shipped on CD/DVD to Sheppard Envelope, ATTN: Prepress Dept., 133 Southbridge Street, Auburn, MA 01501.

Ship/Mail electronic artwork on CD/DVD (include hard copy of contents in package) to Sheppard Envelope, ATTN: Prepress Dept., 133 Southbridge Street, Auburn, MA 01501.

IN GENERAL, art or copy that must be re-worked comes under the same heading as author's alterations, and changes are charged @\$50 per hour, with a \$30 minimum. If you are using an outside design studio, please include yourself as an additional e-mail recipient of the art and carefully proof read it. Keep us knowledgeable about the job by faxing us the copy that's on a disc, or is being e-mailed.

Thank you for your business!

Any questions or concerns, no matter how seemingly small, please contact us.

Pre-press Department
Sheppard Envelope
800.325.6622, ext. 19
art@sheppardenvelope.com

Please visit our web site: www.sheppardenvelope.com
133 Southbridge Street, P.O. Box 358, Auburn, MA 01501
phone: 508-791-5588 • 800-325-6622 • fax: 508-754-3108

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FILE: Prepress Requirements