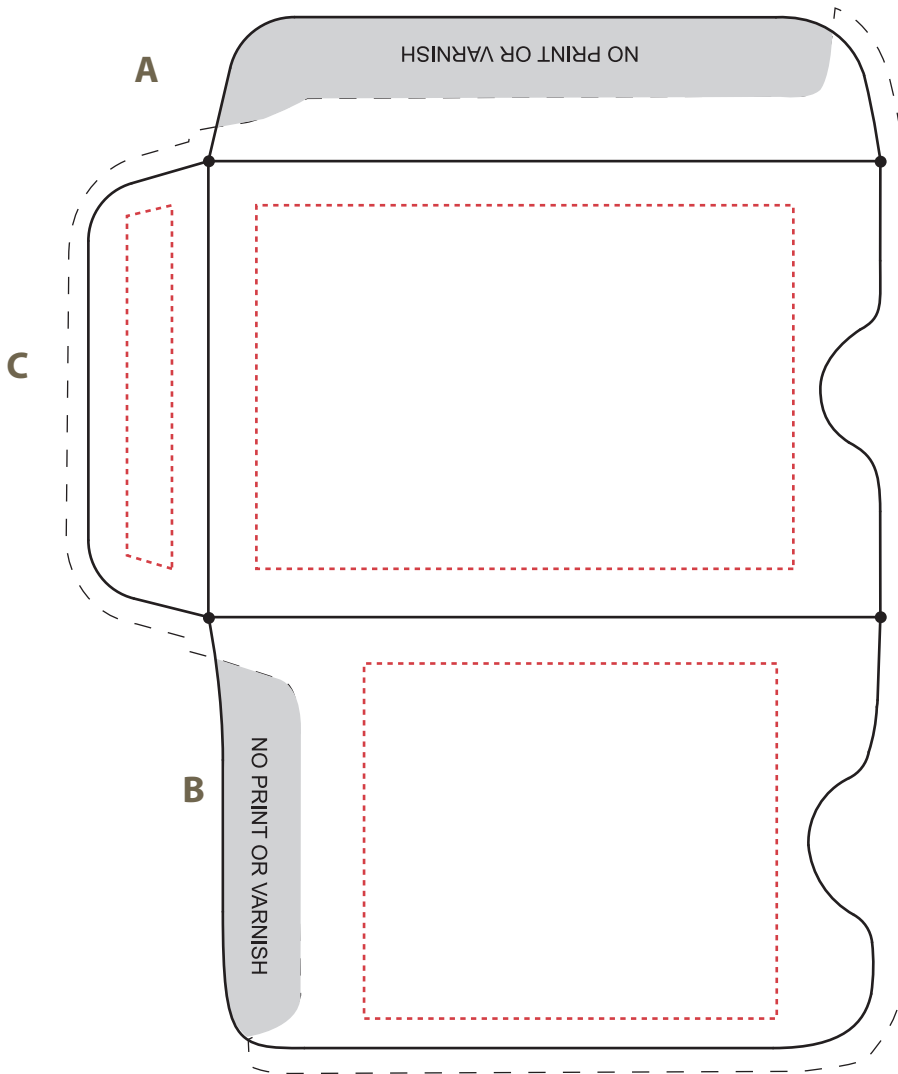


Hotel Key Card Sleeve Customer Template

Heavy Ink Coverage



**Product Dimensions:
2-3/8" x 3-1/2"**

How to use this template

Using Adobe Illustrator would work best, however, you may use any variety of graphics editing or desktop publishing software with this template as long as the program can:

1. Create vector outlines for any text elements (avoids font conflicts), or format the text as 1200 dpi black and white bitmap TIFF line art.
2. Generate a PDF containing high resolution or vector-based images/graphics
3. Specify PANTONE MATCHING SYSTEM spot color applied to images/graphics where applicable.

Place/import template into your editing program and use layers mode where available. Always keep template as base layer or, if no layer mode, behind your artwork.

When saving PDF, use no downsampling or compression for any raster images you may be using and check off the box that reads Preserve Illustrator's Editing Capabilities.

IMPORTANT: Keep live matter at least 3/16" from any fold or trim line.

When you have your artwork in place, please cut out the unfolded template along the solid line.

Then fold A first, B next, and C last, using the black dots as guides with each fold. This will show how your artwork will appear when sleeve is folded.

Match against your sample (if available).

Prepress Requirements

For best custom-printed results, please consult our “Simple Printing” guidelines and follow template instructions.

ACCEPTABLE FORMATS:

The most time and cost effective formats for artwork submission are Adobe Illustrator files (native ".AI" must be compatible with Mac OS) saved as either .AI, .EPS, or .PDF with all text converted to vector outlines. Graphics/logos may be vector or raster format. If raster format, please adhere to these resolution settings:

Bitmap—1200 dpi for black and white line art and graphics containing textual elements. Note that “Bitmap” format is not the same as “BMP” format. Only supply black and white “bitmap” format files if you choose this format for your artwork.

TIF/TIFF—300 dpi for grayscale graphics. If the graphic contains text, increase resolution to 600 dpi minimum.

JPG/JPEG—300 dpi for grayscale graphics (do not submit JPG/JPEG images in CMYK/RGB). If the graphic contains text, increase resolution to 1200 dpi minimum.

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): If your InDesign file contains text, convert text to vector outlines, or provide fonts (Type 1 Mac OSX or Open Type). Also provide any linked images/graphics.

Adobe Photoshop (Mac OSX .PSD): Use “gray-scale” color space (not CMYK or RGB). If your PSD file contains text layers, please provide Mac OSX or Open Type fonts. Or convert text layers to raster images (be sure the image resolution is 1200 dpi before rasterizing).



SETTING UP YOUR ART FILES FOR COLOR OUTPUT

For imprinting (unless it is a litho conversion) we use black and the PANTONE MATCHING SYSTEM (up to 2 SPOT colors). If black is one of your colors, you may add one additional SPOT color.

Please make sure that your PDF or EPS artwork has been specified with the correct color(s), and please include this information in your correspondence with us.