

Digital File Submission Requirements

ZedCardPrinters.com can accept digital files for zed cards or headshots from *PC-formatted* Zip disks or CD-ROMs as well as via Email. For graphics/images we recommend TIF format if submitted on disk, but can accept EPS, PSD or JPG. JPGs are not recommended, but if saved with High Quality or Low Compression they *may* be clear enough for reproduction. Files submitted via Email will need to be in JPG format, as other file formats will be too large to get through most mail servers. *We cannot be responsible for the quality of compressed JPGs.*

For best results, **image files should be 300dpi**, and at least 3½” x 5” in size (**we recommend at least 5” x 7”** for front of zed cards; 8” x 10” for 8x10 headshots). Images saved from web pages are NOT at sufficient resolution for reproduction! **Color will be reproduced “AS IS”** on the digital file, and ZedCardPrinters.com cannot be responsible for color accuracy without a sample/proof enclosed to match. We will mail you a proof of your zed for approval – expect proofs to add *up to* an additional 5 days (for mail time and approval time, depending on your location).

Actual page layouts (with or without images embedded) may be submitted as well. We can accept files created using any of the following application versions (or earlier): Adobe Illustrator 10.0 files, Adobe PageMaker 6.5, Microsoft Publisher or QuarkXPress. *NOTE: Publisher and Quark files are converted to PageMaker, and occasionally we are not able to convert files.*

If you have any other questions, please ask and have them answered before your project begins! Normal turnaround time on zed cards is 5 business days in-house, but our current turnaround time is always listed on our website. Normal turnaround on 8x10 B&W litho headshots is 3 weeks (depending on what day of the week your order is received). Rush service is available on zed cards for an additional charge – please call for a quote.

PC-format only:

File Format	Delivery/Media
.TIF .EPS .PSD .JPG .AI .P65 .QXD	Via Email: files@ZedCardPrinters.com Zip Disk CD-R (<i>recommended</i>)